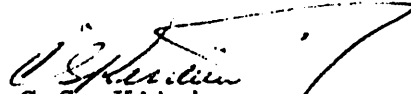


THE ROYAL CANADIAN DRAGOONS

REGIMENTAL STANDING ORDERS

SHORT TITLE: RSOs

The Regimental Standing Orders of The Royal Canadian Dragoons are issued by the Commanding Officer under authority of Queen's Regulations and Orders 4.21. These orders may not be altered by Temporary Commanding Officers in my absence. These orders supersede all previous Regimental Standing Orders.



C.G. Kitchen  
Lieutenant Colonel

Commanding The Royal Canadian Dragoons

15 Aug 68.

THE ROYAL CANADIAN DRAGOONS

REGIMENTAL STANDING ORDERS

DISTRIBUTION

Colonel of the Regiment	1
Commanding Officer	1
Second-in-Command	1
Adjutant	2
Regimental Sergeant Major	1
A Squadron	15
B Squadron	15
Headquarters Squadron	35
RCD Signals Troop	2
RCD Maintenance Troop	5
Chief of Armour	2
Combat Arms School	2
Regimental Officers	40
Regimental Warrant Officers and Senior Non-Commissioned Officers	1
3 Combat Group	2

THE ROYAL CANADIAN DRAGOONS

REGIMENTAL STANDING ORDERS

1968

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## CHAPTER 1

### ORGANIZATION

#### SECTION 1 - COLONEL-IN-CHIEF

101. This section will be issued at a later date.
102. to 110. inclusive. Not allocated.

#### SECTION 2 - COLONEL OF THE REGIMENT

111. The conditions governing the appointment are outlined in QR&O 3.055.
112. Details of the appointment, tenure of office and terms of reference are specified in CAO 20.25.
113. to 120. inclusive. Not allocated.

#### SECTION 3 - THE REGIMENT

##### 121. ORGANIZATION

The Regiment originated on 21 Dec 1883 when the "Cavalry School of Military Instruction" was established within the Corps and on 15 Jul 1887 the Cavalry School of Military Instruction was designated "Royal". The "Cavalry School Corps" was redesignated "Canadian Dragoons" on 14 May 1892. On 27 Jun 1892 the "Canadian Mounted Rifle Corps" was amalgamated with the "Canadian Dragoons" and designated "B" Troop, "Canadian Dragoons" was redesignated "The Royal Canadian Dragoons", 24 May 1893; "1st Armoured Car Regiment (Royal Canadian Dragoons)", 11 Feb 41; "1st Armoured Regiment (Royal Canadian Dragoons)", 16 Oct 46; "Royal Canadian Dragoons", 19 May 58; "The Royal Canadian Dragoons", 12 Jan 59.

##### 122. EARLY HISTORY

During the campaign in North-West Canada, 1885, the Cavalry School Corps patrolled the lines of communication of General Middleton's Column. A detachment of the Regiment served in the Yukon Field Force in 1898. During the South African War, 1889-1902, it raised the 1st Battalion, Canadian Mounted Rifles, which was redesignated in South Africa, 22 Aug 00, "The Royal Canadian Dragoons". Three members of the Regiment won the Victoria Cross: Lt HZC Cockburn, Lt REW Turner, and Sgt EJG Holland, all on 7 Nov 00 at Liliefontein.

##### 123. FIRST WORLD WAR, 1914-1919

The Regiment was mobilized in Sep 14 and was despatched to England in October, and to France in May 15. The Regiment served as infantry with the 1st Canadian Division during 1915, and subsequently as cavalry during 1916-18 in the Canadian Cavalry Brigade of the (British) Cavalry Corps.

124. SECOND WORLD WAR, 1939-1945

The Regiment was placed on active service on 1 Sep 39. In Jul 40 the 1st Canadian Motorcycle Regiment (RCD/LdSH (RC)) was formed from Headquarters and one squadron RCD, CASF and Headquarters and one squadron LSH(RC), CASF. On 21 Sep 40 the 1st Canadian Motorcycle Regiment RCD/LSH(RC) was redesignated "Lord Strathcona's Horse (Royal Canadians)", CASF and The Royal Canadian Dragoons (Armoured car Regiment). CASF was mobilized. It was allocated to the Canadian Armoured Corps on 15 Nov 40. On 11 Feb 41 it was redesignated "1st Armoured Car Regiment (Royal Canadian Dragoons)" and on 13 Nov 41 it embarked for the United Kingdom as part of the 5th Canadian Armoured Division. In Jan 42 the Regiment became the armoured car regiment of the 1st Canadian Corps. It landed in Sicily on 22 Oct 43 and in Italy on 5 Jan 44. In Jul 44 it became the reconnaissance regiment of the 1st Canadian Infantry Division. In Mar 45 it moved to North-West Europe and resumed its role as the armoured car regiment of the 1st Canadian Corps. The Regiment returned to Canada in Jan 46.

125. RECENT HISTORY

"C" Squadron served in Germany from Dec 51 to Nov 53; "A" Squadron arrived there during Oct 55 and was joined by the balance of the unit, less the Reconnaissance Squadron, in Oct 57. The Regiment returned from Germany in Nov 59. "D" Squadron served in Korea from May to Nov 54. During Feb 59 the Reconnaissance Squadron arrived in Egypt for service with the United Nations Emergency Force, and returned to Canada in Feb 60. Reconnaissance Squadron returned to Egypt for a second tour in Feb 62 and returned to Canada in Feb 63. In Mar 64, Apr 65, Sep 65, May 67 Reconnaissance Squadrons were despatched on United Nations Duty in Cyprus, each squadron returning to Canada six months later.

126. BATTLE HONOURS

"North-West Canada, 1885", "South Africa, 1900"  
FIRST WORLD WAR: "Festbert, 1915", "Somme, 1916, '18",  
"Bazentine", "Pozières", "Fliers-Couzelette", "Cambrai, 1917,  
'18", "St Quentin", "Amiens", "Hindenburg Line", St Quentin  
Canal", "Beaurevoir", "Pursuit to Mons", "France and Flanders,  
1915-18".

SECOND WORLD WAR: "Liri Valley", "Gothic Line", "Lamone  
Crossing", "Misano Ridge", "Saint Angelo in Salute", "Fosso  
Vecchio", "Italy, 1944-1945", "Groningen", "Bad Zwischenahn",  
"North-West Europe, 1945".

(Battle Honours approved for emblazonment are underlined)

127. to 200. inclusive. Not allocated.



## CHAPTER 2

### GUIDON AND MARCHES

#### SECTION 1 - THE GUIDON

##### 201. GENERAL

The carrying of colours into action goes back to the dimmest of distant history. The Israelites, we know, carried their sacred standard into battle, in comparison with which the Eagles of Rome are almost modern in the passage of time. It is, through, more or less from the Knights of medieval days that the British Army, and subsequently the Commonwealth Armies, owes its individual colours. Knights and Knights Errant flew their armorial bearings on their pennants so that their own following of bowmen and men-at-arms should know where they were to be found in the precis of battle.

##### 202. RCD GUIDONS

The first Guidon carried by the Regiment was presented on Friday 11 October 1901 by His Royal Highness the Duke of Cornwall and York, later King George V, at the Exhibition Grounds, Toronto, to the Royal Canadian Dragoons for their services in South Africa. The Guidon bears the first two Battle Honours, of the Regiment, together with the Regimental badge of the period - the Royal Cypher surmounted by the Imperial Crown. This Guidon was deposited in St Johns Garrison Church, Toronto in 1923 and removed in 1957 by the Regiment to be displayed at the Regimental Headquarters.

##### 203. REGIMENTAL GUIDON

The current Guidon carried by the Regiment was presented by His Excellency General George P. Vanier, Governor-General of Canada, at Camp Gagetown, NB on 23 May 1964. It carried the battle honours of the Regiment including those won in World War 2.

##### 204. KING'S BANNER

A King's Banner or Union Flag was presented to the Regiment by His Excellency, the Earl of Minto, GOMG, Governor-General of Canada, on behalf of His Royal Highness King Edward the VII, at the Armoury, Toronto, on Saturday 12 November 1904. This banner was presented on a pike bearing the inscription "Presented to His Most Gracious Majesty, The King Emperor of the Royal Canadian Dragoons in Recognition of Services Rendered to the Empire in South Africa". This banner was deposited in St John's Garrison Church, Toronto, in 1923 and removed in 1957 by the Regiment to be displayed at the Regimental Headquarters.

205. MANUFACTURE

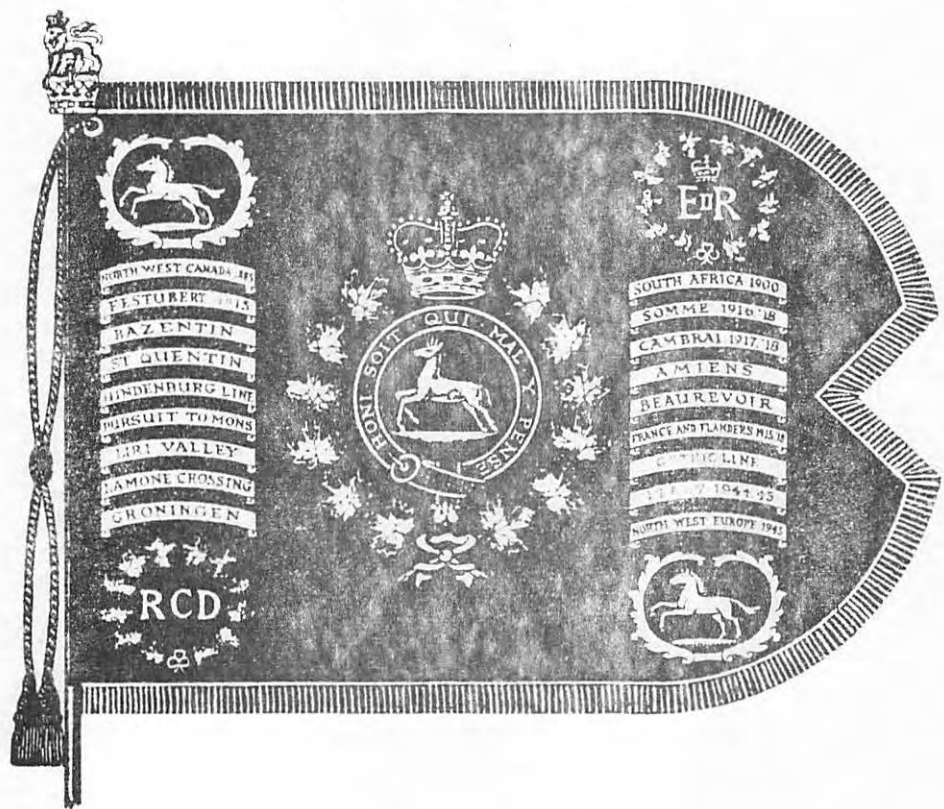
The Guidon is made of pure silk lute, which is spun from English silk worms in Essex. The silk then goes to a factory, near Picadilly, where more than forty embroideresses weave the rich red fabric into the resplendent tapestry of a guidon. Normally two embroideresses work on each colour at a time, and it takes some 600 to 800 hours to make a Guidon.

206. The new Guidon of The Royal Canadian Dragoons is illustrated at Plate 1.

207. to 210. inclusive. Not allocated.

PLATE 1

*The Royal Canadian Dragoons*



## SECTION 2 - MARCHES

211. The regimental marches are:

- a. Dismounted march - Light of Foot
- b. Mounted march - Monsieur Beaucaire

212. The march "Light of Foot" will be used at all ceremonial parades for the march past in quick time. This march will be used whenever the Guidon is marched on or off parade.

213. The march "Monsieur Beaucaire" will be used for all march pasts in slow time, or for any march past in vehicles.

214. The score sheets for these marches follow.

215. to 220. inclusive. Not allocated.

PLATE 2

REGIMENTAL MARCH

LIGHT OF FOOT

44

*f*

*mf*

*ff* *Bass*

*Triol.*

*sfz*

*mf*

*p* *Bass* *cres.*

*ff*

*D.C. al Fine*

PLATE 3

REGIMENTAL MARCH

MONSIEUR BEAUCALRE

*f*

*mf*

*ff*

*Triol.*

*sfz*

*mf*

*p* *Bass* *cres.*

*ff*

*D.C. al Fine*

### SECTION 3 - PENNONS

#### 221. AUTHORIZATION

Only those officers in command of sub-units, including the Officer Commanding Maintenance Troop and Troop Leaders of F echelon troops, will be permitted the honour of flying a pennon.

#### 222. SPECIFICATIONS

##### a. Material

Red and blue cotton; gold and white felt.

##### b. Size

Regimental pennons are always in the proportions of 3 (the hoist) to 5 (the fly). The tank and flag-staff pennons of the Colonel of the Regiment and the flag-staff pennon of a Commanding Officer are twelve inches overall at the hoist. All other pennons are nine inches at the hoist, with the exception of the Colonel of the Regiment's Staff Car pennon which is six inches at the hoist.

##### c. Design

Regimental pennons are of two patterns. The swallow tailed pennon is flown by the Colonel of the Regiment, the Commanding Officer, Squadron Commanders and the Officer Commanding Maintenance Troop. The pointed pennon is flown by troop leaders of tank and reconnaissance troops. Pennons are halved horizontally, red over blue and are charged with one or more devices, in gold. At the hoist are three pairs of white laces secured to a one inch band of white tape or felt. The swallow tail design is achieved by cutting from the fly a triangle of cloth the apex angle of which is ninety degrees.

##### d. Devices Swallow Tail Pennons

- (1) Swallow tailed pennons, with the exception of that flown by the Officer Commanding Maintenance Troop, are charged with a principle device, centrally and with a second device in the upper part of the hoist. The height of the principle device is two-thirds the hoist. The height of the second device is one-quarter the hoist. The principle device is centered on a line between the upper and lower parts of the pennon. On the twelve inch pennon (hoist) of the Colonel of the Regiment the distance from the hoist to the left edge of the principle device is six and one-half inches, and on the nine inch pennon the distance is four and one-half inches. On the twelve inch pennon of the Commanding Officer the principle device is five inches from the hoist to the left edge of the principle device and on the nine inch pennon the distance is three and one-half inches. Squadron Commanders' pennons have the principle device four and one-half inches from the hoist to the left edge of the principle device. The second device is centered on a point one-quarter the hoist from the hoist and from the top of the pennon. Particulars of these devices are as follows.

- (2) A springbok bounding is the principle device of the Colonel of the Regiment, the Commanding Officer and the Squadron Commanders.
- (3) The second device of the Colonel of the Regiment is the rank insignia of a colonel (a crown over a star, over a star, vertically). The Commanding Officer has no second device. Squadron Commanders use their squadron insignia as their second device; that is a diamond, an equilateral triangle, a square, a circle, or a semi-circle (the straight line of the diameter at right angles to the hoist and the curve of the semi-circle facing downward).

e. Devices Pointed Pennons

- (1) Pointed pennons are charged with a principle device which is centered on the pennon a distance of six inches from the hoist. The second device is centered on a point two inches from the hoist and two inches from the upper edge of the pennon.
- (2) The principle device is the number of the Troop Leader's troop in a three-inch arabic numeral. The second device is a diamond, an equilateral triangle, a square, a circle, or a semi-circle (the straight line of the diameter at right angles to the hoist and the curve of the semi-circle facing downward). These second devices are two and one-quarter inches in height.

223. For ceremonial parades and when flown in static locations the pennon of the Colonel of the Regiment and Commanding Officer will be twelve inches at the hoist. On vehicles during training or operations, when flown, the Colonel of the Regiment's and Commanding Officer's pennons will be nine inches at the hoist. (The same size as the Squadron Commander's Pennons).

224. The Officer Commanding Maintenance Troop's pennon will be nine inches at the hoist and divided horizontally in three equal divisions coloured blue over gold over red.

225. Pennons or any other kind of flag will not be flown on vehicles or at the camp of any officers other than those authorized to fly such pennons. When flown on vehicles pennons will be located as far to the right and forward as practical. Pennons on tanks will normally be flown on the right hand forward aerial so that the bottom ties are four feet above the top of the turret.

226. Sealed patterns of all types of pennons are held by the Adjutant and are available for clarification of any points of specifications.

#### SECTION 4 - RCD HYMN AND PRAYER

##### 227. THE RCD HYMN

Soldiers of God! Arise  
Lift up your battle cry,  
In armour strong, in action wise  
Prepare to do or die.

Raise o'er a fallen world  
Your banner to the sky;  
The honours of your God unfurl'd  
The righteousness to fly!

In His great cause be brave!  
Defend against the foe!  
You go in Jesus' name to save  
The world from sin and woe.

The risen Lord of all  
Preserve you from all ill,  
You shall find peace to hear the call,  
And trust in God's own will.

Tune:  
St. Ethelwald

Capt S.D. Self  
1965

##### 228. THE RCD PRAYER

Blessed and Eternal God, in whose providence  
our days are constantly surrounded, we thank  
Thee for the challenge of life.

We praise Thee for the good work we may do.  
Help us to lay hold of every opportunity to  
serve others. Inspire us to give of our best  
in the cause of truth and righteousness. When  
we carry the torch of enlightenment, or wear  
the cloak of privilege, or stand in the place  
of honour, enable us to dedicate ourselves to  
the welfare of mankind and the preservation  
of justice and love.

We thank Thee for the renewing power of hope  
that brightens the present and lightens the  
future. Through this hope make us not ashamed  
to defend thy laws and to extend thy Kingdom.  
Help us to prove the extent of our gratitude  
to Thee by the depth of our consecration. Use  
us as instruments of good will. Where there is  
doubt or despair or oppression, teach us to  
communicate faith and hope and courage. Let  
the beauty of the Lord be upon us, and establish  
thou the work of our hands in righteousness and  
peace.

Through Jesus Christ our Lord.

Amen.

Capt S.D. Self (RCACHC)  
1965 Camp Gagetown, NB



SECTION 5 - THE REGIMENTAL HISTORY

229. The history of the Regiment, from date of inception to the present, is recorded in "The Spur and The Sprocket" by Mrs. F. F. Worthington.

230. The history was published December 1968 by Reeves Press Ltd, 476 Francis Street, South, Kitchener, Ontario.

231. to 300. inclusive. Not allocated.

## CHAPTER 3

### TITLES AND CUSTOMS

#### SECTION 1 - TITLES

301. The regimental title is The Royal Canadian Dragoons which may be abbreviated to RCD. The members of the Regiment may be known, and referred to, as Dragoons.

302. Officers, warrant officers, and men of the Regiment are titled as follows:

- a. Commanding Officer, the operational commander of the Regiment. He will be addressed by all ranks as "Sir", "Colonel", or by coupling his name with the title colonel, eg, "Colonel Lessard".
- b. Field officers will be addressed "Sir", "Major", or by their name coupled with their rank, eg, "Major Evans".
- c. Captains will be addressed as "Sir" or by coupling their name with their rank, eg, "Captain Brown".
- d. Subalterns, the Regimental Sergeant-Major and the Maintenance Troop CWO will be addressed as "Sir" or by coupling their name with the prefix "Mister", eg, "Mr Jones".
- e. Squadron Sergeant-Majors will be addressed by their seniors as "Sergeant Major" and by their juniors as "Sir". The RQMS and TQMS will be addressed by their seniors as "RQ", "TQ" or "Sergeant-Major" and by their juniors as "Sir".
- f. Warrant Officers will be addressed as "Warrant" or by coupling their name with their rank, eg, "Warrant Smith".
- g. Sergeants, corporals, lance-corporals, and troopers will be addressed by their rank or by their rank coupled with their name.

303. All ranks must remain conscious of the dignity of rank and person and will not refer to individuals, singly or collectively, of this Regiment as "so many bodies". The terms "personnel" or "members of the Regiment" may be used to refer to a group or number of Dragoons.

304. to 310. inclusive. Not allocated.

#### SECTION 2 - CUSTOMS

##### 311. PRECEDENCE

Originally, Dragoons had two orders of precedence; in the field they took precedence as "horse", but in garrison they took a lowlier place as "foot". Dragoons were originally mounted infantry, using their superior speed and the firepower of a carbine and were the shock-troops of their day. Gradually their role was assimilated

to that of the cavalry proper and consequently followed the rules of precedence within that arm. This precedence continues into the Royal Canadian Armoured Corps and The Royal Canadian Dragoons have the honour of precedence within the Corps.

312. Not allocated.

313. GUIDON

The senior regimental master warrant officer has the distinctive honour of carrying the Guidon on all Regimental parades.

314. SPECIAL ANNIVERSARIES

- a. 15 Apr Leeuwarden Day - observed by raising the flag of the Town of Leeuwarden to commemorate its liberation by the Regiment on 15 Apr 1945 during World War 2. A similar ceremony takes place in Holland.
- b. 21 Dec 1883, the Regimental Birthday is generally observed by social functions and a Regimental family Church Service on or as near as possible to 21 Dec.
- c. 7 Nov Liliefontein Day - observed by a reunion of present and former Dragoons, and a remembrance church service.

315. THE SPRINGBOK

The badge worn by The Royal Canadian Dragoons dates from the Boer War. In July 1900 while a troop of this unit was on outpost duty all seemed quiet, but an officer noted that a number of springbok, a South African gazelle, were bounding frequently into the air as though alarmed. The officer immediately ordered a stand-to in time to drive off an attack by a large party of Boers who had managed a stealthy approach to the outpost. The commanding officer, Colonel Lessard, on hearing of this event requested authority to take the springbok bounding as the regimental badge.

316. In 1908 official request was made for authority to use the springbok badge as the design of the cap and collar badges for all ranks in accordance with the pattern worn by officers of the Regiment since the South African campaign. The design had been authorized to be taken into use by officers of the Regiment as a collar badge in 1906.

317. The design used as the crest of a regiment usually is all or part of the regimental badge, however, in the case of the RCD, the original badge design approved for the Regiment was the royal cypher ensigned by the crown. Although the use of this royal badge as the cap and collar badge was officially superseded by the springbok in 1908 it was not until 1913 that royal approval for this change was obtained.

318. The present crests authorized for use by the Regiment are:

- a. the royal cypher as used on regimental buttons, and
- b. the springbok as used for the cap badge.

319. THE ALLIED REGIMENT

The allied regiment is The Blues and The Royals (Household Cavalry).

320. to 400. inclusive. Not allocated.

## CHAPTER 4

### DUTIES OF OFFICERS

#### SECTION 1 - COLONEL OF THE REGIMENT

401. It will be the duty of the Colonel of the Regiment to:
- a. foster esprit de corps throughout the regiment;
  - b. advise Canadian Forces Headquarters as appropriate in his capacity as Colonel of the Regiment;
  - c. act in an advisory capacity to the Commanding Officer on purely regimental matters, so that uniformity is maintained throughout the regiment in such matters as regimental dress and customs;
  - d. advise on the administration and disposition of regimental funds and property;
  - e. advise on regimental charities, organizations and memorials;
  - f. maintain close liaison between the regular units of the RCAC; and
  - g. keep in touch with the Royals and The Blues.

402. to 405. inclusive. Not allocated.

## SECTION 2 - THE COMMANDING OFFICER

406. The Commanding Officer is responsible for the organization, fighting efficiency, discipline, welfare and administration of the unit. He is also responsible for all public stores on charge to the unit, the receipt and issue of all supplies, for the non-public property belonging to the unit institutes, and for protection within the unit.

407. The authority of the Commanding Officer within the unit is paramount. He may allocate to subordinate officers matters of routine administration, but will retain for himself:

- a. Matters of general organization and policy;
- b. any matter requiring his personal attention;
- c. the general control and supervision of the various duties he has delegated to others.

408. to 410. inclusive. Not allocated.

## SECTION 3 - THE SECOND-IN-COMMAND

411. The Second-in-Command is, in effect, deputy regimental commander, and will assume command of the unit during the absence of the Commanding Officer.

412. In general, he is responsible to the Commanding Officer for general supervision of unit administration, in particular the following:

- a. institutes and their operation;
- b. messing and quartering;
- c. transport;
- d. unit equipment;
- e. interior economy;
- f. sanitation.

413. He will be responsible for establishing and issuing G, A and Q policies within the Regiment in keeping with the Commanding Officer's wishes and plans.

414. He will make himself the Regimental Commander's alter ego and as such he must ensure that he is fully aware of his commander's plans and future intentions. He will assume as many routine details of his commander's functions as possible in order to permit the latter to leave his office for extended periods of training or inspection purposes.

415. He will not permit himself to become involved personally in regimental daily routine. These tasks will be assigned to the Officer Commanding Headquarters Squadron, permitting the Second-in-Command to retain his impartiality and supervisory functions.

416. Not allocated.

#### SECTION 4 - THE ADJUTANT

417. The Adjutant is the Commanding Officer's staff officer. All orders issued by the Adjutant in the course of his duties have the authority of the Commanding Officer.

418. He will be responsible for the preparation and proper distribution of standing and routine orders, personnel occurrence reports, and all orders for guards, regimental police and fire picquets within the unit. The Adjutant will constantly review these standing orders and publish amendments as necessary to ensure that they are applicable in the area where the Regiment is located.

419. He will exercise general supervision over the manner in which the RSM and SSMS and NCOs perform their duties.

420. He is responsible for the office work of the regimental headquarters, including the upkeep and safe custody of regimental books (other than institute accounts), records, documents and files. He will ensure that all orders are published promptly, and will ensure that reference books kept in the orderly room are amended to date in accordance with changes notified in Canadian Forces Orders or Instructions.

421. He will supervise the regimental duty rosters ensuring that follow up action is taken on all reports.

422. He will keep officers' duty roster and leave book.

423. He will ensure that the duties of guards, picquets and police are properly performed.

424. He will check all guard reports to ensure that when an accused soldier is held in close custody longer than eight days without a summary trial or the convening of a court martial, a report giving the reason for delay is submitted to the convening authority.

425. He will warn for trial all soldiers awaiting court martial, and furnish them with copies of the charges and synopsis of evidence.

426. It is his duty to supervise the drill of the unit and will be responsible for the instruction of Junior Officers in deportment and general conduct.

427. He will be responsible for mail arrangements within the unit and for the supervision of the mail orderly.

428. The Adjutant will keep an Officers' Memo Book in which will be recorded such information and instructions as should be known to all officers, but which would be inappropriate to publish in unit orders. He will ensure that all unit officers initial each entry and that the entries are brought to the attention of all officers joining the unit.

429. Normally under peacetime garrison conditions an assistant Adjutant is provided. The adjutant may delegate routine procedures to his assistant, but he will retain general control of, and ultimate responsibility for these procedures.

430. to 432. inclusive. Not allocated

#### SECTION 5 - THE OFFICERS COMMANDING SQUADRONS

433. Officers Commanding Squadrons will be responsible for the training, efficiency and discipline of their squadrons. In addition, they are responsible for all equipment, stores and accommodations on charge to their squadrons.

434. They will train their seconds-in-command and battle captains so that they are capable of acting as squadron commanders in any situation. In addition, they will train their troop leaders to be capable of acting as battle captains to the men when necessary.

435. They will ensure that all orders are posted at the proper time on squadron notice boards and that orders are explained to the men when necessary.

436. They will ensure that all ranks of their squadrons are aware of the existence of Regimental Standing Orders and are acquainted with their contents.

437. They will ensure that all necessary entries are made on such personal documents held or maintained by the squadron on men under their command, (ie, Conduct Sheets, ITRs, OJPRs, etc).

438. They will ensure that no member of their squadron is prevented from having an interview with them or the Commanding Officer if desired.

439. When a member of the squadron is brought before the Commanding Officer for any irregularity, the Squadron Commander will be present.

440. They will ensure that the men of their squadron who are in debt are dealt with in accordance with regulations, and counselled to manage their affairs.

441. They will be responsible for the safe custody of kit of their men when they are admitted to hospital, on leave, close custody, etc.



442. When a squadron is handed over from one officer to another, a handover board will be completed by the two officers.

443. HEADQUARTERS SQUADRON

In addition to those duties specified in paras 433. to 442. inclusive, the duties of the Officer Commanding Headquarters Squadron include the responsibility of supervising the daily operation and administration of the following regimental functions:

- a. Messing and rations
- b. RHQ and Regimental Transport
- c. Hygiene and Sanitation
- d. QM Stores - (Less controlled stores)
- e. Operation and care of other buildings not assigned to tank squadrons
- f. Post Office

444. In matters of policy or command decisions the OC HQ Sqn will liaise with the Commanding Officer or Second-in-Command.

445. Not allocated.

SECTION 6 - THE INTELLIGENCE OFFICER

446. The Intelligence Officer will be responsible to the Commanding Officer for the following:

- a. The efficiency and training of the Regimental Intelligence Section;
- b. The procurement and distribution of all maps required by the Regiment;
- c. The distribution of all general staff publications;
- d. The annual historical report;
- e. The control, issue and allotment of all training films, slides and film strips;
- f. In operations, for supplying an up-to-date accurate picture of the enemy situation as it affects the Regiment, and as the preparation of the Commanding Officer's battle maps;
- g. Security Clearance (DND 450) on members as required;
- h. Identification Cards and identity tag processing

447. to 451. inclusive. Not Allocated.

## SECTION 7 - THE QUARTERMASTER

452. He is responsible to the Commanding Officer for the receipt, accounting, care, custody, control, maintenance and proper distribution of all material on charge to the unit.

453. S Specifically, the Quartermaster is responsible for:

- a. Implementing detailed accounting instructions and procedures as set out in Canadian Forces Administrative Orders, Quartermaster General Instructions, The Canadian Army Manual of Ordnance Service, Volume 7 and other instructions which may be issued from time to time.
- b. The calculation of requirements and indenting for arms, ammunition, stationery, technical and vehicular stores in accordance with actual needs and not exceeding unit entitlement.
- c. The repair of ordnance stores using unit resources; when repairs are beyond unit capabilities the Quartermaster will arrange for the repair of general and technical stores through RCOC or RCEME as applicable.
- d. Arranging through Base Supply Section for the laundering and dry cleaning of public stores, when authorized.
- e. Indenting for, accounting, receipt and issue of rations.
- f. Requisitioning for the movement of all stores, equipment and supplies when necessary.
- g. Conducting stocktakings at prescribed times of all material on charge to the unit and bringing any deficiencies to the notice of the Commanding Officer.
- h. Accompanying the Commanding Officer on all inspections of unit stores accommodation areas.
- j. Notifying the Commanding Officer of inferior quality of rations or inferior cut or workmanship of clothing or other stores.
- k. Ensuring that salvage and returnable containers are collected and returned as applicable.

454. to 456. inclusive. Not allocated.

## SECTION 8 - THE REGIMENTAL TECHNICAL OFFICER

457. The Regimental Technical Officer, has the following duties and responsibilities:

- a. Act as advisor to the Commanding Officer on all technical matters.
- b. Supervise, as directed by the Commanding Officer:

- (1) the servicing and inspection of equipment;
  - (2) the maintenance of proper equipment records;
  - (3) user or troop trials and other technical projects as may be assigned from time to time.
- c. In conjunction with the Training Co-ordinator, advise the Commanding Officer whether trades training standards are compatible with the equipment in use.
  - d. Effect liaison with the Maintenance Officer, the Base or Brigade staff, and other supporting Corps when required.
  - e. Instruct the Regimental Officers on:
    - (1) characteristics of own, allied or foreign armoured equipment;
    - (2) design and development trends.

458. to 460. inclusive. Not allocated.

#### SECTION 9 - THE MAINTENANCE OFFICER

461. The Maintenance Officer is responsible to the Commanding Officer for recovery, repair, maintenance and, if necessary, backloading of all vehicles and equipments on charge to the Regiment according to regulations.

462. Specifically, his duties are:

- a. Command the Maintenance Troop and be responsible for the deployment of his men. Changes in squadron maintenance sections will not be affected before notifying the respective Squadron Commander.
- b. Advise the Commanding Officer on modification, recovery and repair activities on all vehicles and technical equipment held in the Regiment, other than signal communication equipment.
- c. Effect recovery and repair of the above items. No equipment will be backloaded without the prior knowledge of the Quartermaster and the Technical Officer.
- d. Carry out periodic inspections and examination of equipment as required by regulations or as ordered by the Commanding Officer.
- e. Conduct, in concert with the Technical Officer, investigations and reporting on defects in and proposed modifications to regimental equipments, as well as developing such techniques required to improve maintenance and repair within the unit.
- f. Supervise Maintenance Troop entries in equipment log books.

- g. Conduct periodic review of spare parts and stores scaling in the Maintenance Troop and squadron maintenance sections, their maintenance and accounting procedures and in their control.

463. to 465. inclusive. Not allocated.

#### SECTION 10 - THE UNIT MESSING OFFICER

466. The Unit Messing Officer will be appointed by the Commanding Officer and will be normally the Second-in-Command Headquarters Squadron.

467. He will attend all meetings of the Men's Messing Committee, observe and advise the Officer Commanding Headquarters Squadron on suggestions or complaints made by the Committee. He will prepare the minutes of such meetings.

468. He will supervise the activities of the unit messing warrant officer whose specific duties are listed elsewhere in these orders.

469. He is responsible for the standard of meals and the efficiency of the food service staff in the Men's, Sergeants' and Officers' Messes, but will not normally be responsible for any phase of the administration of the latter two messes.

470. Not allocated.

#### SECTION 11 - THE MEDICAL OFFICER

471. The Unit Medical Officer is responsible to the Commanding Officer for advice on all matters relating to the health of the troops and the provision of medical treatment for regimental personnel. In professional medical matters the Unit Medical Officer is under the direct control of the Senior Medical Officer of the formation or command.

472. Specifically, the Unit Medical Officer is responsible for:

- a. Advice on all matters of unit hygiene and sanitation;
- b. Local medical attention to unit personnel who are sick, wounded or injured;
- c. Full immunization of unit personnel;
- d. Maintenance of medical records for unit personnel;
- e. Annual or other physical examinations required to ensure that unit personnel are in their correct medical category;
- f. Procurement of unit medical supplies and equipment;
- g. Supervision of first aid training for unit personnel as required.

473. to 474. inclusive. Not allocated.

#### SECTION 12 - THE REGIMENTAL LIAISON OFFICER

475. The Regimental Liaison Officer will be the Commanding Officer's training officer and will be responsible for co-ordinating all training in the unit.

476. He will have direct access to the Commanding Officer through the Adjutant on all training matters. While his duties will be specifically assigned by the Commanding Officer from time to time, in general, they will be:

- a. The control of ammunition by signing all releases for ammunition indents and reports of ammunition expenditure and the maintenance of entitlement and usage records;
- b. The co-ordination of allotment of courses vacancies within the Regiment ensuring that nominations are forwarded to higher headquarters as required by current regulations;
- c. The maintenance of an up-to-date course nominations slate for all courses conducted by the unit or higher formations. The current Regimental Administrative Procedure specifies all actions required;
- d. Ensure that candidates nominated for courses meet all course prerequisites;
- e. Consolidation of regimental training and employment programmes and their forwarding to higher formations headquarters as required;
- f. Holding and maintaining such general directives, regimental training programmes and training records as may be required for his function.

477. to 479. inclusive. Not allocated.

#### SECTION 13 - THE REGIMENTAL PAYMASTER

480. Under the Base concept, the Regimental Paymaster is nominally attached to the Regiment but is tasked and employed by the Base Comptroller on a pool basis with all other RCAPC members. However, if the Regiment is deployed as an entity outside Canada, the Paymaster rejoins the unit and is responsible to the Commanding Officer for all pay services within the unit and, particularly, the accurate maintenance of the pay accounts of all members of the unit. Specifically, his duties are:

- a. Advising the Commanding Officer on all financial and accounting matters affecting the unit;
- b. The receipt, custody and disbursement of all public funds at the unit and for all accounting action in connection with those public funds;

- c. Notifying the Commanding Officer of any irregularity, serious delay or oversight affecting the pay services in the unit;
- d. Personally paying all officers and men on the strength of the unit the pay and allowances to which they are entitled at the times prescribed by regulations.

NOTE: Sub-paragraphs a and b above are the responsibility of the Base Messes and Institutes Accountant, while sub-paragraphs c and d are the responsibility of the Base Comptroller through the applicable Accounting Officer.

481. In addition to the above, the Paymaster will be responsible for the following:

- a. The maintenance, in accordance with instructions, of the financial records of each institute as the Commanding Officer may direct;
- b. The supervision of the RCAPC institute book-keeper insofar as his institute duties are concerned;
- c. The provision of advice on technical matters regarding non-public property;
- d. The reporting of any irregularities on the operation of the institutes;
- e. The accurate recording of expenditures and receipts in the correct fund within the individual institutes accounts;
- f. The auditing of the operation of the Maple Leaf Loan Fund according to its reference manual;
- g. The safekeeping of the account books and the data supporting the entries therein;
- h. The holding and maintaining of an accurate master ledger of the furniture and effects records of all regimental institutes.

482. to 486. inclusive. Not allocated.

#### SECTION 14 - THE REGIMENTAL CHAPLAINS

487. The Unit Chaplains are responsible to the Commanding Officer for advice concerning the moral and spiritual welfare of all unit members. They will be prepared to give assistance and instruction on religious subjects to members of their faith for whom they are responsible and will conduct religious services for them.

488. to 490. inclusive. Not allocated.

## SECTION 15 - SENIOR SUBALTERN

491. An officer in the rank of lieutenant shall be appointed by the Commanding Officer from time to time to be senior subaltern of the Regiment. This position will normally be filled by the Assistant Adjutant.

492. His particular responsibilities are:

- a. To introduce into the Regiment and the Officers' Mess the newly joined subaltern officers. This will include instruction of the new officer in:
  - (1) the history of the Regiment and its traditions and customs;
  - (2) his relations with brother officers, and the men, and those particulars of the operation of the other messes and canteens with which he should be made familiar;
  - (3) the rules and regulations of the Officers' Mess and Mess customs;
  - (4) officers' dress.
- b. To ensure the maintenance of a high standard among the subaltern officers of dress and appearance both when in uniform and in civilian clothes.
- c. To oversee the conduct and deportment of subaltern officers in the Mess.
- d. To enforce Mess rules and regulations among the subaltern officers.

493. The senior subaltern shall arrange to meet his brother subalterns periodically, preferable before a Mess Meeting, to hear, and advise them in the method of presenting any points they may wish to discuss at the next Mess Meeting. The senior subaltern must take care NOT to trespass the authority of the mess committee or the normal chain of command within the Regiment, by acting as spokesman for, or taking up complaints on behalf of the subalterns, in matters which are purely within the jurisdiction of the mess committee or squadron officers.

494. The senior subaltern shall maintain an occurrence book, which is to be referred to as "the Senior Sub's bible". This book shall hold:

- a. These terms of reference;
- b. A record of action taken by the senior subaltern in the course of his duties;
- c. A record of each senior subaltern's meeting.

495. The book is to be presented to the Commanding Officer for perusal after each meeting.

496. The senior subaltern shall report to the Commanding Officer through the Adjutant in all matters relating to his appointment.

#### SECTION 16 - THE REGIMENTAL SIGNAL OFFICER

##### 497. DUTIES

- a. He is the Commanding Officer's advisor on all signal matters.
- b. He is directly responsible for the efficiency of regimental communications, including rearward and lateral terminals.
- c. He is responsible for extracting, preparing and issuing all signal information and instructions required within the Regiment and for the information of the higher formation and co-operating units and arms. This includes the frequency allotment, call sign extracts, codes, address groups, location lists and signal time.
- d. He is responsible for making prior arrangements for intercommunication with supporting and supported arms. This will require personal liaison with the signal officers of those units as well as with artillery battery commanders and FOOs and representatives of supporting engineers.
- e. He is responsible for communication security within the Regiment. This includes the safe custody of signal information of a secret nature, the supervision of radio security by monitoring and making an immediate report of facts which might indicate that a code has been compromised.
- f. He is responsible for signal training within the Regiment and for advising the Commanding Officer regarding the training of officers and subordinates.
- g. He is responsible for supervising the work of the signal troop attached to the Regiment and maintaining liaison with its parent squadron. The troop comes under his immediate control for operations, discipline and administration.
- h. He is responsible to the Commanding Officer for the efficiency of regimental signal equipment, for supervising its servicing and giving advice regarding its operation and employment.
- j. He is responsible for supervising the conservation, charging and replenishment of radio batteries.
- k. He is responsible, in conjunction with the troop sergeant of the signal troop and the quartermaster for arranging the system of repair, servicing, evacuation and replacement of signal stores and equipment on charge to the Regiment.



## SECTION 17 - OFFICERS GENERALLY

498. Every officer is responsible to his immediate superior for the performance of his duties, and for the efficiency and well being of the sub-unit he commands.

499. Every officer will comply at all times with the following:

- a. Always appear correctly dressed in uniform or civilian clothes.
- b. Report to the Adjutant and their Squadron Commanders any time they cannot perform their duty because of illness.
- c. On returning from detached duty, course, leave, or on joining the unit report to the Adjutant.
- d. Familiarize himself thoroughly with all regimental orders, in particular, Regimental Standing Orders.
- e. Sign the Officers' Leave Book and initial same after the Commanding Officer has approved it before proceeding on duty or leave.
- f. Attend all Mess Meetings unless excused by their superior officer and pay their mess bills by the seventh day of each month.
- g. Read each new notice placed in the Officers' Memorandum Book as soon as possible after notification of same being placed in the book.
- h. Never overlook any irregularity or slackness of any other rank of the Regiment and never fail to correct any slovenly appearance, saluting, or unsoldierly conduct on the part of other ranks.

500. Not allocated.

## CHAPTER 5

### DUTIES OF OTHER RANKS

#### SECTION 1 - THE REGIMENTAL SERGEANT-MAJOR

501. The Regimental Sergeant-Major is directly responsible to the Adjutant for the regular performance of his duties.

502. He is responsible for the drill of the unit, and will take a close and personal interest in the training for and conduct of, unit ceremonial parades and guard mountings.

503. He will have a thorough knowledge of the capability and character of each non-commissioned officer in the unit, and will bring to the attention of the Adjutant any matter which affects them.

504. He will instruct and guide the non-commissioned officers of the unit, supervise their activities and correct any errors that they may make through ignorance or inexperience.

505. He is responsible for overall control of unit reception procedures for newly joined other ranks in accordance with RAP # 34 dated 1 Feb 68.

506. He will keep the Adjutant informed of any unusual occurrences affecting the discipline and welfare of the unit which come to his knowledge.

507. He will be present on all administrative inspections made by the Commanding Officer and at the summary trials held by the Commanding Officer of soldiers under arrest.

508. He will receive all reports such as parade states and returns from warrant and non-commissioned officers which are required to be handed in to the Regimental Orderly Room.

509. He will maintain a duty roster for regimental orderly sergeants and corporals, fire picquets and other regimental duties affecting non-commissioned officers.

510. to 514. inclusive. Not allocated.

#### SECTION 2 - THE SQUADRON SERGEANT-MAJOR

515. The Squadron Sergeant-Major is responsible for the supervision of all non-commissioned officers in his squadron and must ensure that they carry out their duties correctly and efficiently.

516. He is responsible for detailing men for squadron and regimental duty when ordered, and for ensuring that this detail is posted on the squadron notice boards. He will ensure that a separate roster is maintained in respect of weekend duties.

517. He will be responsible for the preparation and rendering of all squadron parade states and strength returns to the Regimental Sergeant-Major.
518. He will check and initial all passes before they are submitted for signature to his Squadron Commander. He will inspect all guards and escorts formed by his squadron in sufficient time to rectify any minor irregularities before the actual time of parade.
519. He will be responsible for the posting of the unit orders on the squadron notice boards.
520. He will ensure that all newly joined men in his squadron are made acquainted with Regimental Standing Orders.
521. He will accompany his Squadron Commander on all squadron inspections noting any damage, deficiencies and irregularities.
522. He will pay special attention to the training of the non-commissioned officers of the squadron.
523. He will assist the troop commanders in the training of their troops, as required by the Squadron Commander, paying particular attention to the troop sergeants and crew commanders.
524. He will train the Squadron Quartermaster-Sergeant as his understudy, and he himself will be familiar with the duties of the Squadron Quartermaster-Sergeant.
525. to 527. inclusive. Not allocated.

### SECTION 3 - THE REGIMENTAL QUARTERMASTER-SERGEANT

528. The Regimental Quartermaster-Sergeant is directly responsible to the Regimental Quartermaster for the performance of his duties.
529. He will be thoroughly acquainted with all regulations and instructions concerning rations, clothing, stores, barrack or base organization and he will take charge and conduct the office work in the absence of the Quartermaster.
530. He will keep a list of returns due to and from the Quartermaster.
531. He will be responsible for the supervision of stocktakings and for the issue of personal and unit clothing, equipment and barrack stores.
532. He will issue live ammunition and explosives only on the direction of the Quartermaster and will supervise the sorting and checking of fired cases when returned to the stores.
533. He will accompany the Quartermaster on his monthly inspection of squadron stores accommodation, and record any deficiencies or damage.
534. He will bring to the notice of the Quartermaster any suggestions for the health, efficiency and comfort of the troops in respect of stores and equipment.

535. to 539. inclusive. Not allocated.

#### SECTION 4 - THE TECHNICAL QUARTERMASTER-SERGEANT

540. The Technical Quartermaster-Sergeant is directly responsible to the Regimental Quartermaster for the performance of his duties.

541. He will be thoroughly acquainted with all the regulations and instructions pertaining to the issue of all vehicles, technical stores and equipments.

542. He will be responsible for the supervision of stocktakings issue and receipt, of all technical stores and equipments in the Regimental Quartermaster Stores.

543. to 545. inclusive. Not allocated.

#### SECTION 5 - THE SQUADRON QUARTERMASTER-SERGEANT

546. The Squadron Quartermaster-Sergeant will be responsible to his Squadron Commander for the accounting and control of all the stores, equipment, and accommodation within the squadron, and for the preparation and maintenance of all records, reports, nominal rolls, returns, accounts and documents in connection with the stores equipment and accommodation.

547. He will indent for, and draw from, the Quartermaster all ammunition required by his squadron and will keep a record of expenditures. He will return empty and unexpended rounds to the Quartermaster after firing has taken place ensuring that no live rounds are mixed with the spent casings.

548. He will be responsible for the safe custody and record of all squadron stores, and the kits and property.

549. He is responsible to his Squadron Commander for the training of the squadron storeman clerk.

550. He will be prepared to perform the duties of the Squadron Sergeant-Major when required.

551. to 553. inclusive. Not allocated.

#### SECTION 6 - THE CHIEF CLERK

554. He is directly responsible to the Adjutant for the efficient running of the Regimental Orderly Room, and for the office work of the Regiment.

555. He will be in charge of the Regimental Orderly Room clerks and orderly who will work under his orders.

556. He will be responsible for the training, dress and deportment of the Regimental Orderly Room staff.

557. He will be responsible to the Adjutant for the correct preparation of all returns, entries in books and records, amendments to regulations, orders and instructions, and the preparation of correspondence and orders for issue.

558. He will not permit unauthorized persons to have access to correspondence, records or books that are kept in the Orderly Room. Neither will he permit any such documents to be removed from the Orderly Room except by authority of the Adjutant, in which case a receipt will be obtained.

559. He will be responsible for the clerical supervision of all sub-unit clerks.

560. Not allocated.

#### SECTION 7 - THE REGIMENTAL PROVOST SERGEANT

561. The Regimental Provost Sergeant operates under command of the Adjutant. He will command the regimental police detachment. In general his duties concern the following matters:

- a. Soldiers under arrest;
- b. Defaulters;
- c. Apprehension of absentees;
- d. Prevention of unauthorized entry into the unit area;
- e. Checking the dress and deportment of soldiers;
- f. Maintaining order in unit lines and areas in the vicinity;
- g. Ceremonial escort duties;
- h. Traffic control;
- j. Unit Provost Station.

562. He will provide escorts for all soldiers in close custody.

563. Flags, handcuffs and regimental property in the Unit Provost Station will be held on the charge of the Provost Sergeant. No orders will be given to the regimental police as to the employment of defaulters other than through the Adjutant or the Regimental Sergeant-Major.

564. Not allocated.

#### SECTION 8 - THE UNIT MESSING WARRANT OFFICER

565. The Unit Messing Warrant Officer is responsible to the Unit Messing Officer for the following:

- a. The standard of food service within the unit and the standard of trade proficiency for all cooks.
- b. The administration of food service in the Officers', Sergeants' and Men's Messes.
- c. Organization for the work of the food service staff in the unit and supervise the detailed organization of the work in each kitchen or department.
- d. He will advance the training of food service staff in all phases of their trade by:
  - (1) Duty rotation, ie, from cooking to meat cutting and baking.
  - (2) Train all non-commissioned cooks in administration to a point where they could cover all key positions during absences, leaves, and personnel shortages.
- e. The supervision of the preparation of the weekly menu for the approval of the Messing Officer.
- f. The supervision of instruction on the care and use of food service equipment and the handling of salvage and materials for disposal.
- g. He is to know the procedure for having food service equipment repaired or replaced. He will inform the Messing Officer of all repairs or maintenance required in the kitchens.
- h. He will be responsible for the cooks duty roster and detailed instructions.
- j. The Messing Warrant Officer will ensure that copies of all orders and instructions are available in the kitchen of each mess.
- k. He will also be responsible for the dress and discipline of all cooks, and the maintenance of a high standard of hygiene in and around kitchens and mess halls.
- l. He will advise the Unit Messing Officer on the ordering or purchases of foodstuffs from the messing cash allowance or casual meal funds.
- m. He will have a thorough knowledge of all possibilities of the ration scale in use and of local market conditions so that the best menus can be obtained at the least cost.
- n. He will liaise with the Regimental Orderly Room to ensure that the ration entitlement is not overdrawn at any time.
- o. He will attend all meetings of the Men's Messing Committee and, with the Messing Officer, will act on suggestions or complaints made.

566. The Unit Messing Warrant Officer will inspect each item to be served and will personally approve it as ready for service. He will generally supervise the food service in the Men's Mess. Every effort will be made to eliminate the waste of food.

567. He will inspect all rations received for quality and quantity. He will personally supervise the breakdown and distribution of rations to all kitchens. Any irregularities will be immediately reported to the Unit Messing Officer.

568. He will carry out any additional duties as detailed by the Unit Messing Officer.

569. and 570. Not allocated.

#### SECTION 9 - SUPERVISOR MEN'S QUARTERS

571. The Supervisor, Men's Quarters Building H-3, is responsible to Officer Commanding Headquarters Squadron for the efficient operation of the RCD Men's Quarters. His duties and responsibilities are as follows:

- a. He will take on charge from the Base RSG all bedding, furniture and other inventory items necessary for the functioning of the quarters.
- b. He will control the "march-in" and "march-out" of all occupants of the quarters in accordance with RAP # 12 dated 1 Feb 68.
- c. He is responsible for the cleanliness of the common areas and environs of the quarters, including snow removal. To this end he will supervise the work of the barrack orderlies whether provided by Headquarters Squadron or on a daily/weekly duty basis by all squadrons.
- d. He will conduct daily/weekly inspections of the quarters as detailed in RAP # 12 dated 1 Feb 68 and will initiate remedial action on any damages or losses to the building or its inventory in accordance with current policies.
- e. He will conduct a monthly fire inspection in accordance with RAPs.
- f. He will maintain a key press containing spare keys for all doors in the quarters.
- g. He will maintain an information chart to reflect the allocation of all bed space in the quarters.

572. In addition to these specific duties, the Supervisor, Men's Quarters will exercise a general discipline on the conduct of all occupants of the quarters as is in keeping with his rank and position.

573. Not allocated.

## SECTION 10 - UNIT POSTAL ORDERLY

574. The Unit Postal Orderly is responsible to the Commanding Officer for:

- a. The receipt and despatch of mail daily at the prescribed times;
- b. The safekeeping and processing of mail from the time of receipt from the serving post office until it is either delivered to the addressee or returned to the serving post office;
- c. The purchase of money orders and other postal values on behalf of unit personnel;
- d. The maintenance of a supply of postage stamps to be purchased with monies supplied from unit funds;
- e. The security of the unit mail room and its facilities.

575. The operation of the unit mail room is detailed in RAPS.

576. to 580. inclusive. Not allocated.

## SECTION 11 - THE NON-COMMISSIONED OFFICERS - GENERAL

581. The discipline of the unit depends, to a large extent, on the smartness of the non-commissioned officers and the way they perform their duties. This quality is therefore the first essential of every non-commissioned officer.

582. The non-commissioned officers will not associate freely with the troopers. At all times they will insist that they are addressed in the proper manner by the soldiers under them.

583. Non-commissioned officers will give all orders distinctly, so that there can be no doubt as to their meaning. If a man refuses to obey an order he will be given sufficient time to take action on the order before being placed on charge.

584. Except when on duty, non-commissioned officers will not enter the rooms or clubs reserved for the men.

585. The non-commissioned officers will report to the Regimental Sergeant-Major at the time they are leaving the unit on course, leave, sickness, posting or detachment, from the Regiment, or at any time they wish an exchange of duties. They will also report to the Regimental Sergeant-Major on their return to the Regiment.

586. Non-commissioned officers are forbidden to borrow or accept any money or gift from the other ranks.

587. to 590. inclusive. Not allocated.



SECTION 12 - THE RANK AND FILE - GENERAL

591. The following sub-paragraphs are applicable to all other ranks of the Regiment:

- a. Other ranks from other Corps when serving with the Regiment will comply with these Standing Orders, except in matters of Corps dress.
- b. No excuse will be accepted for being late for a parade.
- c. Hair will be kept short and tidy at all times.
- d. Other ranks on rejoining the Regiment after any period of absence will make themselves acquainted with orders issued during their absence.
- e. Other ranks unable to return to the Regiment by the time their leave expires will notify the Regiment of their whereabouts and the reason for the delay.
- f. No one is permitted to take any female into barrack rooms or similar accommodation.
- g. The Regimental Orderly Room is out of bounds to all other ranks except on duty.
- h. Except at meal times or when on duty therein, mess halls and kitchens are out of bounds to all ranks.
- j. All other ranks will carry their identification card and identification discs with them at all times. They will report the loss of either to their immediate superior as soon as possible after discovering the loss.
- k. Any form of gambling or of acting as a bookmaker in the Regiment is strictly forbidden.
- l. No other rank, unless he has the proper current driver/operator permit will drive any DND vehicle.
- m. Every other rank will have a hot bath or shower and change his under-clothing and socks at least twice a week.
- n. Other ranks will not borrow, lend or dispose of any other public clothing, equipment or stores without authority.
- o. Other ranks who require financial assistance should apply to their squadron officers for details of the Benevolent Fund or the Maple Leaf Loan Fund.

592. to 600. inclusive. Not allocated.

## CHAPTER 6

### DAILY AND WEEKLY DUTIES

#### SECTION 1 - REGIMENTAL ORDERLY OFFICER

##### 601. GENERAL

The Regimental Orderly Officer is the Commanding Officer's representative and as such is responsible to the Commanding Officer through the Adjutant. He will be selected from the Lieutenants and Captains of the Regiment on the basis of a duty roster maintained by the Assistant Adjutant.

602. Officers holding the following appointments will not do Orderly Officer:

- a. Squadron Commanders,
- b. Adjutant,
- c. OC Maintenance Troop

##### 603. TOUR OF DUTY

The Orderly Officer will be detailed, in advance, in Routine Orders. The tour of duty will be from 0800 hrs on the day detailed to 0800 hrs the following day. Weekends and holidays will be daily changing duties and not the subject of a separate roster.

604. Officers may exchange duties on representation to the Adjutant providing the said duty is not an extra.

##### 605. DRESS

The Orderly Officer will wear the dress of the day throughout his tour of duty. The exceptions will be:

- a. Patrol dress or Service Dress for social functions;
- b. No 8A after duty during summer months; and
- c. Dress as indicated by the Adjutant where special duties are to be performed.

606. Where Service Dress is worn, wearing of the Sam Browne Belt in the mess will be optional.

##### 607. DISCIPLINE

The Orderly Officer will check all breaches of discipline on his tour of duty, particularly dress and the paying of compliments, and institute corrective action. He must pay particular attention to all complaints ensuring that they are well investigated and follow-up action, if necessary, is taken.

608. The Orderly Officer will not consume alcoholic beverages during his tour of duty.

609. QUARTERING AND RATIONS

The Orderly Officer, if single, will occupy Room No 101 in the Officers' Quarters during his tour. He may make visits to the PMQ area or the Oromocto Shopping Centre but only after informing the Orderly Sergeant and then only for short periods of time. His intended location must be advised in detail.

610. The Orderly Officer, if married and living in the immediate Oromocto area, may return home after the completion of his last duty in the evening and providing the Orderly Sergeant can immediately contact him in the event of an emergency.

611. An Orderly Officer not on ration strength will receive duty meals in the Officers' Mess. He will frank his meal chit with "Orderly Officer" to facilitate accounting procedures.

612. CASH - NIGHT DEPOSIT

The Orderly Officer will, at the closing of the Officers' Mess, affect the following:

- a. Total the cash receipts for deposit ensuring that all cheques are properly stamped and exchange, if required, is so noted;
- b. Check the accuracy of the duty barman's prepared deposit slips, sign them and seal them with the cash receipts in an envelope and place them in the deposit bag;
- c. Check the \$100.00 change fund and secure it in the change fund bag after which he will place it in the Officers' Mess safe;
- d. Turn over the deposit bag for deposit to the Orderly Sergeant and placement in the Oromocto Toronto-Dominion bank; and
- e. Note the cash receipts total for deposit on his report.

613. If for any reason the Orderly Officer feels that a mistake has been made in making up the deposit he will refer the matter to the Mess Secretary.

614. HOSPITAL VISITS

It is the responsibility of the Orderly Officer to visit unit personnel confined to the Base Hospital and to make note of any requests they may have. This may be done during evening visiting hours. Visiting hours and the names of the unit personnel are available from the UAS or Ward Office.

615. On Sundays, Tuesdays and Thursdays the Orderly Officer will collect, from the Officers' Mess, the standard comforts for delivery to each patient.

616. The Orderly Officer will sign the visitors' book outside the Ward Office during each visit.

617. MEAL PARADES

At least once during his tour the Orderly Officer will visit the Men's Mess during a meal parade. He will pay particular attention to kitchen sanitary conditions and the quality and quantity of the food available. He will be receptive to legitimate complaints, recording them on his report for corrective action. He will check that the menu sheet corresponds with the meal being served; and major variations will be investigated and commented on in his report. The Adjutant will ensure a balance is achieved over a period of time in order that all three meals are proportionately checked.

618. STAFF/DEFAULTERS PARADE

The Orderly Officer will inspect the Staff Parade at 1800 hrs. Defaulters will be inspected at 1800 hrs and 2200 hrs. He will pay particular attention to dress on both parades and ascertain that the Staff Parade duty personnel are fully conversant with their assigned duties.

619. Where defaulters are to be given extra drill, the Orderly Officer will observe the conduct of this punishment.

620. REPORTS

On Fridays, except when a Regimental Parade is scheduled, the Orderly Officer will accompany the Commanding Officer on his inspection of the unit and take notes on all points brought out by the Commanding Officer. The notes will be prepared in duplicate and in accordance with the format at Annex "A". The notes will be handed to the Adjutant by 1600 hrs the same day.

621. At the end of his tour of duty, the Orderly Officer will submit a written report to the Commanding Officer through the Adjutant. He will report on disciplinary action taken, any unusual events, or specific Adjutant-assigned duties. Sample report is attached as Annex "B".

622. MEN'S QUARTERS CHECK

The Orderly Officer, once in the evening between the hours of 1900 and 2200, with the Orderly Sergeant, will tour the Men's Quarters. He will pay particular attention to and record complaints, damage and breaches of Forces regulations. On weekends and holidays one check during daylight hours will be made.

623. MESSAGES

During off duty hours, the Orderly Sergeant will check periodically at the Message Centre for any "Routine" messages received. If a "Priority" message is received, the Message Centre will so inform the Orderly Sergeant who will arrange pick-up. All "Priority" messages and those classified as CONFIDENTIAL or higher will be passed immediately to the Orderly Officer. Other messages will be actioned, held or passed to the Orderly Officer for action, if required. If he deems the matter important enough, the Orderly Officer should pass the message to the Adjutant or, in his absence, the Second-in-Command. In the case of

- n. Has the fire or explosion caused a need for interim accommodation?
- o. Is the RCMP investigating?
- p. Any other relevant information.

633. The Orderly Officer will ensure that his report of the fire reaches the Adjutant as soon as practicable and, in any event, within 12 hours of the fire or explosion.

634. The Adjutant will ensure that the necessary reports concerning a fire or explosion are despatched to the headquarters concerned in accordance with CFAO's.

635. ACTION IN CASE OF DEATH OR INJURY

In case of accident involving death or injury, or when advised of a death or injury, the Orderly Officer will take the following action:

IMMEDIATELY

- a. Inform the Adjutant with all particulars.
- b. Notify the Second-in-Command.
- c. Notify the Squadron Commander concerned.
- d. Under no circumstances will any information be given to the press or other news media.

636. Information required as soon as possible is:

- a. The casualty's number, rank and name.
- b. His Squadron or sub-unit involved.
- c. The name and address of primary and secondary next of kin.
- d. Full particulars of the accident, cause of death or injury, etc.
- e. Have the RCMP, Coroner or C Pro C been called?
- f. The full name and particulars of the person reporting the death or injury.
- g. Location of casualty or remains.

637. KEYS

The Orderly Officer will be given keys by the Adjutant at the conclusion of duty hours. There keys are:

- a. Grand Master Bldg H-10 (RHQ)
- b. Front Door Bldg F-5 (Officers' Mess)
- c. Key Press in Adjutant's office
- d. Deposit bag key

628. Only in an emergency will the keys held in the key cross be used. If a key is removed it will be signed

out in the book in the key press. An index to the keys may be found inside the key press.

#### 639. ROUTINE

During his tour of duty the Orderly Officer will:

- a. 0800-0845 - Report to Adjutant on weekdays for instructions, receive the Orderly Officer's Book and keys and note and sign the outgoing Orderly Officer's Report.
- b. 0800 hrs - On weekends and holidays take over from the outgoing Orderly Officer.
- c. 0800-1630 - Normal daily duties on weekdays.
  - Action any Adjutant-assigned duties.
  - On weekdays keep the Adjutant informed of whereabouts during duty hours.
  - Attend either noon or evening meal parade in the Men's Mess.
- d. 1600-1630 - Report to the Adjutant on weekdays. (This may be done by phone)
- e. 1800 - Inspect Staff Parade and Defaulters.
- f. 1800-2200 - Observe Defaulter's extra drill, if given.
  - Visit unit personnel in hospital during evening visiting hours and deliver comforts on Sundays, Tuesdays and Thursdays.
- g. 1900-2200 - With the Orderly Sergeant, tour the Men's Quarters and do an exterior check of the vehicle compound.
- h. 2200 - Inspect defaulters.
- j. 2300-2400 - As applicable, secure Change Fund, or when the bar closes. prepare Officers' Mess cash for deposit and turn over to Orderly (See Mess Con-stitution) Sergeant for deposit.
  - Security and fire check - Officers' Mess prior to locking up.
- k. 0800-0845 - Turn in report to Adjutant (0800 hrs weekends and holidays turn over to incoming Orderly Officer).

#### 640. CONCLUSION

It is again to be borne in mind that the Orderly Officer is the Commanding Officer's representative, particularly during off duty hours. This duty is a most important one and must not be treated as just "something that has to be done". It is not just a series of methodical

procedures to be run through but a professional responsibility requiring alertness, use of initiative, decisiveness, concern and thoroughness. If you see any loose ends, anywhere and anytime, that require trying up, report them and take curative action.

641. to 644. inclusive. Not allocated.

## SECTION 2 - REGIMENTAL ORDERLY SERGEANT

### 645. GENERAL

The Regimental Orderly Sergeant is the Regimental Sergeant-Major's representative. He will be selected from among the Sergeants and Acting Sergeants on strength of the Regiment from a duty roster maintained by the Regimental Sergeant-Major.

### 646. TOUR OF DUTY

- a. The tour of duty will be from 0800 hrs on the day detailed until 0800 hrs the following day including weekends and holidays.
- b. Duties will not be exchanges without prior authority of the RSM.
- c. During his tour of duty he will remain in the regimental area unless his duty requires his presence elsewhere, during duty hours he will advise the RSM and after duty hours he will advise the ROO when such an occasion arises.

### 647. DRESS

- a. Daily except weekends and holidays, combat clothing with arm band.
- b. Weekends and holidays
  - (1) Summer No 5 with arm band
  - (2) Winter No 6 with arm band

### 648. DUTIES

- a. Outgoing and incoming ROS report to RSM at 0815 hrs daily.
- b. Weekends ROS's report to RSM by 1600 hrs Friday.
- c. He will be responsible to the RSM and the ROO for the performance of his duties.
- d. He will carry out instructions and duties found in the RSM's Orderly Sergeants' Memo Book
- e. He will tour the Regimental area as detailed by the RSM.
- f. He will raise the Regimental Pennon at reveille and lower it at retreat daily.
- g. Unless performing a duty elsewhere he will be in the RSM's office.
- h. He will attend all meal parades in the Men's Mess Hall and eat at least one meal per day there.

- j. He will conduct extra drill awarded a defaulter on instruction by the RSM.
- k. He will accompany the Orderly Officer during his checks of the Men's Quarters and ensure observance of Order and Discipline.
- l. He will accompany the Orderly Officer to the Officers' Mess and collect the cash receipts for deposit at the appointed time as detailed in Mess Regulations.
- m. He will close the Sergeants' Mess bar at the appointed time, collect the cash receipts and deposit the Officers' Mess and Sergeants' Mess receipts in separate deposit bags in the Oromocto Toronto-Dominion Bank. He will ensure the cash bags have dropped into the deposit box before locking the door.
  - (1) When the Mess is cleared, he will carry out a fire check and security check to include the lifting of cushions.
  - (2) Ensure T.V. and all lights except those marked in RED are turned off.
  - (3) Close and lock up the Mess.
- n. In response to a fire in the Regimental area after duty hours he will:
  - (1) Warn the Orderly Officer and RSM by phone.
  - (2) During duty hours contact the Regimental Fire Prevention Officer and Orderly Officer.
  - (3) If required, assemble drivers and dispatch them to the hangars.
  - (4) Unless urgently required elsewhere, remain by the telephone in the Guard Room.
- o. He will ensure the Regimental Fire Picquet NCO performs his duties as outlined in his orders.
- p. He will lock the doors and check the security of all windows in RHQ, Bldg H-10 as soon as possible after duty each day. He will open the outside doors to RHQ by 0730 hrs each working day.
- q. He will organize Pay Parade at the time and location as published in Routine Orders. He will form the parade alphabetically and will maintain order during the parade.
- r. He will occupy the Regimental Guard Room at 1600 hrs Monday to Friday and all day Saturday, Sunday and holidays.
- s. He will ensure that the phone in the Guard Room is manned after duty hours.
- t. He will lock the doors and check security of all windows in H-5 as soon as possible after duty each day.
- u. He will phone the Jnr Ranks Club (346) at least twice during the evening and at closing time for a sitrep from the duty barman. If the ROS is required at the Jnr Ranks Club he should make his visit discreet unless he is called in for disciplinary reasons.



649. to 650. inclusive. Not allocated.

SECTION 3 - REGIMENTAL FIRE PICQUET/DUTY DRIVER

651. GENERAL

The Regimental Fire Picquet/Duty Driver will be selected from among the Corporals on strength of the Regiment from a duty roster maintained by the Regimental Sergeant Major.

652. TOUR OF DUTY

- a. Tour of duty will be from 0800 hrs on the day detailed until 0800 hrs the following day.
- b. At 0800 hrs daily report to ROS at Guard Room to take over duties.
- c. Duties will not be exchanged without prior authority of the RSM.
- d. During his tour of duty he will remain in the Regimental area unless his duty requires his presence elsewhere.
- e. He will NOT consume alcoholic beverages during his tour of duty.

653. DRESS

He will wear Combat Clothing unless detailed otherwise by the RSM.

654. DUTIES

- a. He will act as Fire Picquet during his tour of duty.
- b. He will be familiar with the orders of the Fire Picquet NCO.
- c. He will draw the duty vehicle at 1620 hrs at K-17 daily and return the vehicle by 0815 hrs the following day.
- d. He will perform first and last parade on the duty vehicle.
- e. After duty hours he will carry out duties as ordered by the Checking NCO and ROS.
- f. During working hours, when not required as Fire Picquet, he will do normal duties.
- g. In response to a fire in the Regimental area, he will collect the first six men from the Men's Quarters, Bldg H-3, and proceed to the scene of the fire and, under direction of the senior officer or NCO present, combat the fire pending arrival of the Fire Chief or Deputy, who will assume command of the fire fighting operations. When dismissed by the Fire Chief, the Picquet will return to its normal place of duty.

- h. He will proceed to the hangar area at 1630 hrs Monday to Friday and ensure the following:
- (1) All lights are extinguished with the exception of exterior lights and one row in centre inside K-17, 18 and 19. Hangar doors are secured and the inner door of K-17 (allowing access to main floor) is locked.
  - (2) Compound gates north and west are secure.
  - (3) He will ensure that the compound gates are opened and secured in an open position with the bars provided by 0730 hrs daily or as otherwise instructed. He will also unlock the outside main doors to the hangars.
- j. He will check the K lines at irregular intervals and also the Regimental lines including the Officers' and Sergeants' Messes

ANNEX A  
to Terms of Reference (ROO)  
dated Feb 68

THE ROYAL CANADIAN DRAGOONS  
NOTES FROM COMMANDING OFFICER'S INSPECTION

HELD ON \_\_\_\_\_  
(Date)

ITEM	LOCATION	POINTS NOTED	ACTION

( \_\_\_\_\_ )  
(Rank)  
Regimental Orderly Officer

THE ROYAL CANADIAN DRAGOONS

REGIMENTAL ORDERLY OFFICER'S REPORT

Report of \_\_\_\_\_, Regimental Orderly  
Officer from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs on \_\_\_\_\_ 19\_\_\_\_.

ADJUTANT'S INSTRUCTIONS

1. I reported to the Adjutant at \_\_\_\_\_ hrs and \_\_\_\_\_ hrs. I received the following instructions which are commented on under para 8.

EVENTS

MEAL PARADE

2. I attended the \_\_\_\_\_ Meal Parade in the Men's kitchen at \_\_\_\_\_ hrs. The following complaints were noted.

SQN AGK

STAFF PARADE

3. At \_\_\_\_\_ hrs and \_\_\_\_\_ hrs, I attended Staff Parade.

At \_\_\_\_\_ hrs I observed the defaulters' extra drill. The following points were noted: (List defaulters by No, name and Sqn and any disciplinary action taken).

HOSPITAL VISIT

4. At \_\_\_\_\_ hrs I visited the hospital. Comforts were/ were not distributed. The following were in hospital:

No	Rank	Name	Sqn
----	------	------	-----

QUARTERS CHECK

SQN ACK

5. I toured the Men's Quarters at \_\_\_\_\_ hrs and on exterior check the vehicle compound at \_\_\_\_\_ hrs. The following points were noted:

CASH COUNT

6. At \_\_\_\_\_ hrs I secured the Change Fund of \$\_\_\_\_\_ and turned over the cash receipts of \$\_\_\_\_\_ for the Officers' Mess to the Orderly Sergeant for deposit.

7. The Officers' Mess was security and fire safety checked prior to closing at \_\_\_\_\_ hrs.

EVENTS

8. During my tour of duty the following events occurred and have been referred to the appropriate person concerned, or action taken as indicated.

NOTE 1: The Adjutant will circulate this report for action as required.

(Outgoing R00) \_\_\_\_\_

(Incoming R00) \_\_\_\_\_

\_\_\_\_\_  
Captain & Adjutant

#### SECTION 4 - CHECKING NCO (MENS MESS)

##### 655. GENERAL

A Men's Mess Checking NCO will be selected from among the Corporals on strength of the Regiment from a duty roster maintained by the Regimental Sergeant Major.

##### 656. TOUR OF DUTY

- a. The tour of duty will be from 0800 hrs on the day detailed until 0800 hrs the following day.
- b. 0800 hrs daily report to ROS at Guard Room to take over duties and equipment from outgoing NCO.
- c. During his tour of duty he will remain in the Regimental area unless his duty requires his presence elsewhere.
- d. He will attend meal hours as follows:
  - (1) Daily except Saturday, Sunday and holidays:  
1130 hrs to 1300 hrs  
1630 hrs to 1800 hrs  
0645 hrs to 0800 hrs
  - (2) Saturdays, Sundays and holidays  
0830 hrs to 1000 hrs  
1630 hrs to 1745 hrs

##### 657. DRESS

He will wear Combat Clothing unless detailed otherwise by the RSM.

##### 658. DUTIES

- a. Ensure personnel are dressed in accordance with RSO 659.
- b. Ensure personnel are in possession of a current meal card or a casual meal ticket.
- c. Have those personnel not in possession of a current meal card sign the meal book and submit the names to Squadron Sergeant Majors.
- d. Check that personnel attending early meals are in possession of an early chit.
- e. Sell casual meal tickets.
- f. When the number of tickets are reduced to under ten report to the Regimental Accounts Officer, Bldg D-5 for replenishment.
- g. Punch meal cards, collect and tear in half casual meal tickets then turn them in to the senior cook on duty. On the last day of the month collect meal cards after last meal and destroy.

#### SECTION 5 - REGIMENTAL DUTY CLERK

659. a. Tour of duty for the Regimental Duty Clerk will be from 0800 hrs Mon until 0800 hrs the following Mon.

- b. A duty roster will be maintained by the Chief Clerk.
- c. Normally only clerks employed in the ROR will be available for this duty. All other clerks will be used on an "as required" basis.
- d. The duty clerk will be responsible for security and answering telephone calls at the ROR from 1200 hrs to 1300 hrs daily, Mon to Fri and at such other times as are detailed by the Adjutant through the Chief Clerk.
- e. The duty clerk will be available for any typing or other office work during off duty hours as detailed by the Adjutant or Chief Clerk.

660. to 700. inclusive. Not allocated.

## CHAPTER 7

### TERMS OF REFERENCE

#### STANDING BOARDS AND COMMITTEES

##### SECTION 1 - REGIMENTAL AUDIT BOARD

701. The Commanding Officer will appoint an Audit Board in accordance with the Canadian Army Manual of Institutes, Part A, Section 7.

702. The Board will consist of a President and a number of officers sufficient to provide an audit team of at least two members for each institute in the unit.

703. The President will familiarize himself with the regulations governing audits as given in the Canadian Army Manual of Institutes, Part D, "Institute Auditing Procedures".

704. The President will ensure that audits of unit institutes are carried out at the times, and in the manner, prescribed in the Canadian Army Manual of Institutes.

705. The President will ensure that audit reports submitted by audit teams are accurate and meaningful.

706. to 710. inclusive. Not allocated.

##### SECTION 2 - REGIMENTAL SAFETY COMMITTEE

###### 711. AUTHORITY

The Regimental Safety Committee is formed under the authority of the Commanding Officer in accordance with Transport Directive 7166 Section 1, para 10.

###### 712. COMPOSITION

The Regimental Safety Committee will be composed of a chairman and members representative of each sub-unit within the Regiment.

713. The chairman will be the Regimental Transport Officer. The members will be an officer or Sr NCO from each sub-unit.

###### 714. MEETINGS

The Regimental Safety Committee will meet once per month at a time to be set by the chairman.

###### 715. MINUTES

The minutes of the meeting will be recorded. The minutes of the meeting will be passed to the Commanding Officer for his perusal. A copy of the minutes of the meeting will be sent to the Base Gagetown Safety Officer.



716. TERMS OF REFERENCE

The Regimental Safety Committee shall:

- a. Record and maintain the minutes of each meeting;
- b. Review accident reports;
- c. Interview driver/operators involved in accidents;
- d. Consider hazard reports; and
- e. Recommend corrective action.

717. In addition the Regimental Safety Committee shall:

- a. Assist the Regimental Transport Officer in disseminating safety information;
- b. Promote safe driving among POMV drivers;
- c. Review fatal and serious injury POMV accidents to determine ways and means of preventing recurrence;
- d. Reviewing POMV traffic problems, taking corrective action and recommending further action to the Base Safety Council.

718. to 720. inclusive. Not allocated.

SECTION 3 - REGIMENTAL FIRE COMMITTEE

719. FIRE PREVENTION OFFICER

Appointment.

- a. A Unit Fire Prevention Officer (FPO) will be appointed by the Commanding Officer.
- b. FPO will act as the chairman of the Unit Fire Committee.

720. DUTIES

The FPO will be responsible for:

- a. Checking the observance within the unit of fire safety regulations prescribed in appropriate regulations;
- b. Ensuring that Unit Fire Picquets are trained in their duties and that orders for the Fire Picquet are clear and thoroughly understood;
- c. Attending at fire inspections, paying particular attention to observance of Fire Orders within the unit;
- d. Taking or initiating corrective action for deficiencies found during fire inspections or otherwise brought to his attention;

- e. Checking winter protection of hydrants and other exposed equipment.
- f. Liaison duty during fires for the provision of troops to assist fire fighters.

721. FIRE PREVENTION COMMITTEE

- a. A Fire Prevention Committee consisting of at least three members will be appointed. The unit Fire Prevention Officer will act as chairman of the Fire Prevention Committee.
- b. The committee will:
  - (1) Inspect all works buildings for fire hazards at least quarterly and more frequently when warranted by local conditions;
  - (2) Submit reports of inspections under (1) to the Commanding Officer, with particular stress on:
    - (a) efficiency of fire fighting personnel,
    - (b) adequacy of water supply,
    - (c) adequacy and condition of fire equipment,
    - (d) adherence to and adequacy of fire orders,
    - (e) recommendations for improvement of fire safety and fire protection arrangements,
    - (f) any other relevant matters.
  - (3) Supervise fire drills to ensure that they conform with standard practices.
- c. A Minutes Book will be maintained by the committee chairman in which a full record of fire inspections, fire drills, and other activities will be entered. The book will be referred to the Commanding Officer for review on change of chairman and at least quarterly.

722. to 725. inclusive. Not allocated.

SECTION 4 - MEN'S MESSING COMMITTEE

726. MEMBERSHIP

The men's messing committee will consist of one dining in member from each squadron, and one dining in member from the Maintenance Troop. This member will be appointed by the squadron commander, and the commanding officer of Maintenance Troop. The regimental messing officer and the regimental messing warrant officer will be ex-officio members of the men's messing committee.

727. MEETINGS

The men's messing committee will meet once monthly whilst in garrison, and will meet each month whilst in the field on regimental exercises or training concentrations.

728. AGENDA

The meetings will cover the following points:

- a. Minutes of the previous meeting;
- b. The weekly menu and meals served, including their variety, quantity and adequacy;
- c. The drafts for future weekly menus;
- d. Expenditures of messing cash allowance, extra messing funds and other funds that are made available for messing;
- e. Suggestions on how the menus may be improved, and how the food services can be improved to provide the best possible messing conditions for all members.

729. MINUTES

Minutes of all meetings will be kept in accordance with CAMSP. The minutes will be forwarded to the following officers in the sequence shown:

- a. Officer Commanding Headquarters Squadron
- b. Regimental Second-in-Command
- c. Commanding Officer

The minutes will be prepared in duplicate, one copy for regimental file, and one copy for the regimental messing officer's use.

730. to 800. inclusive. Not allocated.

## CHAPTER 8

### DISCIPLINE

#### SECTION 1 - GENERAL

801. Regimental Standing Orders are to be read and understood by all ranks, and observed at all times. Ignorance of these and any complementary orders and/or instructions shall NOT be accepted as an excuse for disobedience of them.

802. Members of the regiment shall make themselves acquainted with, obey and where applicable enforce:

- a. The National Defence Act,
- b. The Official Secrets Act,
- c. QR & O,
- d. CFAO's, and
- e. All other regulations, orders and instructions necessary for the performance of his duties.

803. If a member of the regiment is given an order which he considers to be in conflict with the National Defence Act, QR&O, or orders issued to the Forces, or with any particular order he has previously received, he shall point out the conflict orally, or he may do so in writing if the order does not require immediate obedience, to the superior by whom the order was given. If the superior still directs him to obey the order, he shall do so.

804. No member of the regiment, shall, without authority:

- a. Combine with other officers or men for the purpose of bringing about alterations in existing regulations for the Forces; or
- b. Sign with other officers or men, memorials petitions, or applications relating to the Forces; or
- c. Obtain or solicit signatures for memorials, petitions, or applications relating to the Forces.

805. No member of the Regiment shall make remarks or pass criticism tending to bring his superior into contempt, except as may be necessary for the proper presentation of a complaint to redress a grievance. No officer or man shall do or say anything which:

- a. If seen or heard by any member of the public might reflect discredit on the Forces or on any of its members; or
- b. If seen or heard by, or reported to, those under him might discourage them or render them dissatisfied with their condition or the duties on which they are employed.

806. Should any contravention of military regulations be observed by or otherwise come to the attention of an officer or man, he shall report the circumstances to his superior officer immediately.

807. No member of the regiment shall wear an order, decoration or medal, or the ribbon of an order, decoration or medal without authority.

808. No member of the Regiment shall introduce or consume any intoxicant within the regimental area or in any other military area, except:

- a. In an institute with respect to which a general authority has been granted to possess or consume an intoxicant during specified hours; or
- b. In such other place and at such time as the Commanding Officer may approve.

809. Gambling shall not be permitted in the regimental area at any time. Games of chance organized as a social function by a mess or institute may be authorized from time to time by the Commanding Officer.

810. No female shall be introduced into or be permitted to enter or remain in any building or area occupied as sleeping quarters within regimental area, for any purpose. On occasions, authorized by the Commanding Officer, females may enter buildings or areas, other than sleeping quarters.

811. A member of the regiment who is suffering or suspects he is suffering from a disease shall, without delay, report himself sick.

812. All members of the regiment shall carry their Canadian Armed Forces Identification Card and Identification Discs on their person at all times.

813. A member of the regiment detailed for specific duty shall not hand over his duty to another officer or man without first obtaining permission from the authority by whom he was detailed or until he is properly relieved at the expiration of his tour of duty.

814. No member of the regiment shall reprove any person in the presence of or hearing of anyone junior to that person in rank, unless a public reproof is absolutely necessary for the preservation of discipline.

815. Men will not hand over money to be kept for them to warrant officers, non-commissioned officers or troopers. Members will not borrow money from a person junior to them in rank.

816. The keeping of any pet animal in the regimental area without authority is forbidden.

817. Only authorized parking areas in the regimental area will be used for POMC.

818. to 825 inclusive. Not allocated.

## SECTION 2 - ARREST AND TRIAL

### 826. ARREST

An officer may arrest or order the arrest of any other rank, or any officer of equal or lower rank, and of any officer of higher rank who is engaged in a quarrel, fray or disorder. (QR&O 106.06). An other rank may arrest or order the arrest of any other rank of lower rank, and of any other rank of equal or higher rank who is engaged in a quarrel, fray or disorder. (QR&O 105.07).

827. An alleged offender may be placed under arrest in open or close custody or may simply have a charge preferred against him. The circumstances surrounding each case should be considered in order to determine whether arrest is appropriate. (QR&O 105.01).

828. When it is necessary for a person to place in close custody anyone junior in rank to himself, he will, if practical, obtain the assistance of one or more persons equal or junior in rank to the person arrested and will not, unless his assistance becomes essential, physically participate in the arrest. (QR&O 105.15)

829. A soldier should be placed in close custody immediately for any of the following offences:

- a. Insubordination;
- b. Theft or disgraceful conduct;
- c. Violence;
- d. Drunkenness;
- e. When considered necessary for his own protection or safety;
- f. On apprehension from desertion.

830. A soldier who surrenders himself voluntarily after being absent without leave may be placed in open custody. If he is presumed to be an illegal absentee he should be placed in close custody.

831. An officer or non-commissioned officer placing an alleged offender in the Base Guardroom is responsible for delivering an account in writing to the guardroom NCO within 24 hours.

832. The adjutant, the regimental sergeant major and the squadron sergeant major concerned will be informed as soon as practical of the details of any other rank placed in close custody.

833. An alleged offender who has been placed in open custody or against whom a charge has been preferred, will be informed of the details of the charge and the time he is required to report for trial before his squadron commander.

834. No person should be kept in either open or close custody for a period longer than 24 hours (excluding Saturdays Sundays and public holidays) without being brought before his squadron commander for trial.

835. Every accused, if he so desires, is entitled to have at a court martial, a defending officer or counsel and an adviser. (QR&O 111.60).

836. An officer or other rank who is placed on open custody will attend parades and continue to do normal duty. He will not, however, leave camp, except as authorized by the commanding officer, enjoy mess privileges or appear at any place of entertainment. A person in open arrest will not appear outside his quarters dressed otherwise than in uniform (QR&O 105.31).

837. An officer or warrant officer in close custody will normally be confined to quarters, under the charge, where practical, of an escort at least equal in rank, but may in exceptional circumstances be placed under the charge of a guard.

838. Other ranks, other than warrant officers, in close custody will be confined:

- a. in a cell or guardroom under the charge of a guard; or
- b. if no cell or guardroom is available, in any other suitable place at the unit; or
- c. if no suitable place is available, in a civil jail, but not for longer than seven days. (QR&O 105.23).

839. An officer or other rank in close custody will be denied the privileges of any mess but may be permitted to take, under supervision, the exercise necessary to preserve his health. (QR&O 105.24).

840. An accused person suspected of being drunk will not be subjected to any drill or tests in order to ascertain whether he is drunk or sober. Should there be any doubt as to the accused's condition the opinion of a medical officer should be obtained at once. (QR&O 103.30).

841. A person placed in close custody for drunkenness will not be tried summarily until 24 hours have elapsed since the time of arrest.

842. Persons placed under arrest will not be hand-cuffed unless it is absolutely necessary to prevent escape or violence.

843. INVESTIGATION OF CHARGES AND SUMMARY TRIALS

- a. A charge will be investigated initially by the squadron commander who will decide either to dismiss the charge, deal with it himself or remand the case for the commanding officer. (QR&O 107.04).
- b. All summary trials whether against officers or other ranks will be conducted in the presence of the accused. (QR&O 108.13 & 108.29)

- c. For the trial, the accused will be marched in under escort before the officer who is trying the case. Headdress and waist belt will not be worn by the accused.
- d. The accused will be permitted to question any witnesses if he so desires, call witnesses on his own behalf and request that all evidence be taken under oath. (QR&O 103.18 and 108.29).
- e. If the accused is found guilty of a charge, the officer trying the case will take into consideration his previous behaviour as shown on his Conduct Sheet, before awarding punishment. The accused soldier's troop officer should be present during the trial and should be consulted at this time, regarding general performance and conduct. (QR&O 108.15 and 108.32).
- f. When an accused is remanded for trial by the Commanding Officer, his squadron commander will attend the trial.
- g. When the Commanding Officer during the trial of a non-commissioned officer concludes that if the accused were found guilty, a punishment of detention or reduction in rank would be appropriate, he will inform the accused that he has the right to elect to be tried by court martial. He will then remand the accused for a period of not less than 24 hours to enable him to decide whether or not he wishes to be tried by court martial. (QR&O 108.31).

844. to 850. inclusive. Not allocated.

### SECTION 3 - SOLDIERS IN OPEN CUSTODY

#### 851. WHEN A PERSON IS IN OPEN CUSTODY

Every alleged offender who is under arrest, but who is not in close custody, is in open custody and shall continue to be in open custody until under QR&O he is either placed in close custody or discharged from custody.

#### 852. CONDITIONS OF OPEN CUSTODY

- a. An officer or man in open custody shall not:
  - (1) leave base, except as authorized by the commanding officer; or
  - (2) use the common rooms, other than the dining room, of his or any other mess or enjoy any other mess privileges; or
  - (3) appear at any place of entertainment; or
  - (4) appear outside his quarters, dressed otherwise than in uniform.
- b. A man in open custody may:
  - (1) be required to report at such places and times as may be specified by a superior officer; and rank and file who are under open custody will attend staff parade and report as ordered by the regimental orderly sergeant until lights out.



- (2) be ordered to perform any duties which he might properly have been ordered to perform if he was not in open custody, but care should be taken to ensure that he is not required, by reason of his being an alleged offender, to perform any duties in addition to those required of others.

853. REPORTING

A man in open custody will report, in working dress, as outlined below:

a. Working day routine:

1800 hrs - orderly officers staff parade  
1900-2100 - report every hour on the hour to Guardroom NCO  
2200 hrs - attend staff parade  
2230 hrs - open custody personnel present in quarters, and in bed

b. Saturday, Sunday and holiday routine:

0900-2000 - Report every hour on the hour to the Guardroom NCO

854. RELEASE

Subsequent discharge of person from open custody:

- a. An officer or man may be discharged from open custody at any time by or under the authority of a commanding officer.
- b. When all the charges against a person in open custody have been dismissed, the commanding officer shall immediately order the person to be discharged from custody.
- c. When an officer or man is placed in close custody, he shall thereupon cease to be in open custody.
- d. When an officer or man has been in open custody and has been discharged therefrom under Item 1 of QR&O 105.32, he may again be placed in open custody or in close custody by or under the authority of a commanding officer for the offence with which he was originally charged.

855. Not allocated.

SECTION 4 - REGIMENTAL POLICE

856. GENERAL

The regimental police staff (RPs) will be provided from headquarters squadron. It will comprise the following members:

- a. Sergeant C Pro C, regimental provost sergeant
- b. 1 corporal, RP
- c. 2 troopers. RPs.

857. DUTIES

- a. The regimental provost sergeant will be responsible to the adjutant, but will be employed under the direction of the regimental sergeant major.
- b. The officer commanding headquarters squadron is responsible for the administration of the RP Staff.
- c. The regimental security officer may order security checks carried out by the RP Staff directly, but will usually issue his instructions through the adjutant.
- d. The RP Staff will:
  - (1) be responsible for, and carry out all RP work under the direction of the regimental provost sergeant.
  - (2) make themselves familiar with these Standing Orders, and with any other order which may be issued from time to time, and ensure their enforcement,
  - (3) be responsible for the cleanliness and condition of the Unit Provost station (UPS).
  - (4) maintain the Daily Occurrence Book,
  - (5) be responsible for the custody and control of those keys entrusted to them,
  - (6) be properly dressed at all times during their tour of duty, speak and carry themselves in a proper soldierly manner.
  - (7) prevent any person, who is not an RP, or who is not making an official visit, from entering the UPS,
  - (8) be on the alert, for fire or any other unusual occurrence.
- e. Soldiers detailed for duty in the UPS will:
  - (1) be subject to the duties set out in paragraphs above.
  - (2) obey the orders of the NCO in charge.
  - (3) adhere to these Standing Orders.
  - (4) perform such other duties as may be detailed by the regimental sergeant major.

858. OPERATION OF UNIT PROVOST STATION

The operation of the Unit Provost Station is detailed in RAP No. 29.

859. to 860. inclusive. Not allocated.

SECTION 5 - DEFAULTERS ROUTINE

GENERAL

861. Defaulters are soldiers who have been awarded a minor punishment of: confinement to barracks, extra work and drill, or extra work and drill not exceeding two hours a day.

862. The period of punishment for defaulters will commence immediately after being awarded and will terminate at 2400 hrs on the last day of the sentence. It will be administered in accordance with the following paragraphs.

CONFINEMENT TO BARRACKS

863. In accordance with QR&O 108.50, a soldier awarded the punishment of confinement to barracks shall be deemed to be under sentence of extra work and drill for the same term as the term of confinement.

864. While undergoing this sentence, a soldier will not patronize or enter any canteen or centre used for recreational purposes, nor will he absent himself from the unit lines, unless ordered to do so by the Adjutant, when not reporting or undergoing extra work or drill, remain in the room designated at para 871, meal hours, excluded. He will adhere to the routine as detailed at para 872.

EXTRA WORK AND DRILL

865. Defaulters routine will be observed by soldiers awarded the punishment of Extra Work and Drill with the exception that they will not be required to commence their punishment before 1800 hrs nor after 2200 hrs on normal working days and not before 0800 hrs nor after 2200 hrs on Saturday.

866. The punishment will not be carried out on Sundays.

867. A soldier undergoing this punishment is NOT confined to barracks whilst undergoing the defaulters routine and he shall enjoy normal canteen privileges.

EXTRA WORK AND DRILL NOT EXCEEDING TWO HOURS A DAY

868. Soldiers awarded the punishment of Extra Work and Drill not exceeding two hours a day will be required to perform only one hour extra work and one hour extra drill or two hours extra drill and two hours extra work each day during the period of punishment with the exception of Sundays. This will be detailed by the RSM. These periods of punishment will coincide, where applicable, with the normal defaulters routine.

869. Soldiers awarded this punishment will not lose canteen or any other privileges normally accorded them; nor will they be confined to barracks prior to or after two hours punishment detail.

### BATTLE ORDER

870. Where battle order is specified in the routine, the defaulter will possess the following articles of kit:

- a. Steel helmet with camouflage net and field dressing;
- b. Small pack containing:
  - (1) Shaving kit complete,
  - (2) Poncho (one inch showing below the pack flap),
  - (3) Boot brushes,
  - (4) Hand towel,
  - (5) Housewife,
  - (6) Spare boot laces,
  - (7) Shirt, and
  - (8) Underwear.
- c. Correct straps and straps supporting.

### QUARTERS

871. For the period of punishment, defaulters undergoing a punishment of confinement to barracks will occupy rooms 134 or 129 in Bldg H-3. All military clothing and equipment will be moved with the defaulter. All civilian clothing and equipment will remain in the defaulter's normal quarters or home.

### ROUTINE

872. The daily routine for defaulters will be as follows:

a. <u>Working Days</u>	<u>Remarks</u>
0630 - Report to Regimental Guard Room in No 6 Battle Dress, boots, and battle order for inspection by the Regimental Orderly Sergeant.	Only defaulters sentenced to confinement to barracks
0800 to 1630 - Normal daily routine	All defaulters
1700 - Defaulters Parade* combat clothing and battle order for inspection by the Regimental Orderly Sergeant	Only defaulters sentenced to confinement to barracks
1800 - Report to the Regimental Guard Room in No 6 Battle Dress, boots, battle order for inspection by the Regimental Orderly Officer	All defaulters
Undergoing one hour extra drill (note para 8) as detailed by the Orderly Sergeant	
2200 - Defaulters Parade. Combat clothing and battle order at the Regimental Guard Room for inspection by the Regimental Orderly Officer	Only defaulters sentenced to confinement to barracks

2300 - Report to Regimental Guard Room. Only defaulters in No 5's (greatcoat or raincoat as applicable) will be worn during inclement weather. Orderly sentenced to confinement Sergeant to inspect.

2330 - Present in quarters and in bed. Only defaulters sentenced to confinement to barracks

\* NOTE 1: Defaulters doing extra work and drill not exceeding two hours a day will do this punishment in accordance with para 8 and as detailed by the RSM between the hours of 0800 and 2130.

c. Sunday Routine

0700 - Report to Regimental Orderly Sergeant in battle dress, boots at the Regimental Guard Room. Not to be observed by defaulters undergoing Extra work & drill not exceeding two hours a day

0845 - Report to the Regimental Orderly Sergeant in battle dress and boots.

0900 - Attend church services on to voluntary basis. Dress -  
1200 battle dress & boots

1300 - Report to Regimental Orderly to Sergeant every hour on the hour.  
1600 Dress - combat clothing

1800 - Defaulters Parade. Combat clothing and battle order for Orderly Officer's inspection

1900 - Report to Regimental Orderly to Sergeant every hour on the hour  
2300 in battle dress and boots.

873. While summer dress is in effect, No 6 Battle Dress will be replaced by combat clothing.

874. RELIGIOUS OBLIGATIONS

Defaulters wishing to attend divine services while undergoing punishment shall report to the Regimental Orderly Sergeant who will excuse them from duties for a period sufficient to allow them to discharge their religious obligations on days of religious observance.

875. to 886. inclusive. Not allotted.

## SECTION 6 - CIVIL COURTS

### 887. GENERAL

In Canada the civil authority is supreme and will have prior claim to all officers and men. When a soldier receives a summons issued by civil law enforcement authorities in respect of an offence, or to attend as a witness in civil court, he will at once report the matter to his squadron commander. Arrangements will be made for his attendance before the court, and if the exigencies of the service will allow, an officer may be made available to be present at the proceedings.

### 888. CIVIL ARREST AND CONVICTIONS

When an officer or man has been arrested and convicted by a civil court, he will report the particulars and circumstances of this event to the commanding officer as soon as he possibly can.

889. to 891. inclusive. Not allocated.

## SECTION 7 - COMPLIMENTS

892. All members of the regiment will salute as applicable in the following circumstances:

- a. Members of the regiment will salute all officers of the Canadian Armed Forces and the officers of the armed forces of friendly nations. Officers will pay compliments to those officers senior in rank to themselves.
- b. Members of the regiment will salute any officer known to them as such even when the officer is in civilian clothes.
- c. Members of the regiment will salute all flag and star cars even if the occupant can not be seen.
- d. When not on parade all ranks will salute uncased Queen's and regimental colours.
- e. Members of the regiment will salute the casket when passing or being passed by a funeral procession.
- f. Playing "God Save the Queen" and "O Canada" and other national anthems all ranks not on parade and in uniform will stand at attention and salute. When in civilian clothes, all ranks will remove their headdress and stand at attention.
- g. Members of the regiment will stand at attention when either of the regimental marches is played outdoors.

h. It is customary for spectators at review, inspections, etc., to stand and for gentlemen to uncover, or, if in uniform, salute, on the following occasions:

- (1) When the guidon or colours passes immediately in front;
- (2) Royal Salute; and
- (3) Stand only on the arrival and departure of an inspecting officer.

893. OTHER COMPLIMENTS

- a. At the approach of an officer, or when an officer enters a room in which there is no non-commissioned officer, the first soldier who sees him will immediately call the group to attention and salute the officer. However squad and working parties will not be brought to attention at the approach of an officer, the person in charge will salute, report his activities and will ask for permission to carry on.
- b. On arrival at the parade ground, officers will salute the senior officer present. If a more senior officer arrives at the parade ground while they are promenading, they will salute him. Captains will salute the adjutant on parade and subalterns will salute him at all times.
- c. Officers in military offices will be saluted by any person entering or leaving that office regardless of rank.
- d. Officers and other ranks when near a parade ground when a parade is formed up or when a unit or duties marches off, will salute the senior officer on parade and resume their activities.
- e. Special guards, armed picquets and armed sentries will present arms to field officers and above only. Special guards will turn out for an armed party when such party is of troop strength or more, and for all general officers.
- f. An officer in command of an armed party will return the salute of a non-commissioned officer in charge of an unarmed party, but will not call the armed party to attention.

894. Methods of saluting other than normal:

- a. Members of the regiment, when not wearing headdress, will salute by turning the head smartly to the right or left if walking, or by coming to attention if standing still.

- b. The rider of a bicycle, or driver of a mechanical vehicle, will not salute while the vehicle is in motion, owing to the danger of taking the eyes off the road. When the vehicle is stationary, he will salute by giving an eyes right or left, or looking straight to his front, but will not remove his hands from the steering wheel or handle bars.
  - c. When seated in a vehicle as a passenger, officers will pay compliments by saluting with the right hand, if possible. On such occasions, other ranks will sit to attention and salute by giving an eyes right or left or by looking straight to their front.
  - d. Officers in civilian clothes will acknowledge all compliments by removing their hats. When in civilian clothes all other ranks will salute by removing their hats, or turning their head to the right or left, on all occasions on which they would salute if in uniform.
895. to 896. inclusive. Not allocated.

#### SECTION 8 - INTERVIEWS

##### 897. COMMUNICATIONS WITH THE COMMANDING OFFICER QR&O 19.12

- a. An officer or man may, upon application, see his commanding officer on any personal matter.
  - b. The officer or man will firstly request an interview with his squadron commander. The squadron commander will make the arrangement for interview with the commanding officer through the adjutant.
898. to 900. inclusive. Not allocated.



## CHAPTER 9 - DRESS

To be issued later.

## CHAPTER 10

### ARMS, CLOTHING AND EQUIPMENT

#### SECTION 1 - ARMS

1001. Personal weapons will always be issued from squadron stores on an individual basis.
1002. Personal weapons will not be taken to married quarters or to civilian accommodation.
1003. Sporting arms and collectors items may be kept by members of the Regiment. The owner will apply in writing for permission to keep arms in barracks. The security regulations as outlined in Chapter 13 must be followed.
1004. to 1010. inclusive. Not allocated.

#### SECTION 2 - CLOTHING AND EQUIPMENT

1011. A soldier is required at all times to be in possession of such equipment and clothing as may have been issued to him. He will report any loss or damage to his equipment or clothing to his immediate supervisor. Write-off action, if required, will be instituted by the squadron second-in-command or replacement will be effected by the man.
1012. A soldier will not borrow, lend or dispose of public clothing and equipment or stores without authority.
1013. Married members are permitted to take their personal clothing and equipment to their residence and are required at all times to be in possession of such clothing and equipment as may have been issued to them.
1014. to 1020. inclusive. Not allocated.

#### SECTION 3 - MARKING OF KIT

1021. Marking of kit will be as follows:
- a. Individual Social Insurance Number (SIN) will be marked on kit
  - b. Clothing and equipment will be marked with a rubber stamp or black marking pencil. Figures will not be more than 1/2 inch in height
  - c. All metal articles will be marked with electric marking pen (obtainable from QM Stores). Figures will not be more than 1/2 inch in height
  - d. Leather footwear will be marked with metal dies (obtainable at QM Stores)
  - e. Clothing and equipment will be marked as follows:

1021. e (cont)

<u>Article</u>	<u>Where Marked</u>
Boots ankle black	Top right each boot
Shoes leather black	Outside of tongue (top to bottom)
Belt waist leather	Inside belt next to buckle
Gloves leather black	Inside glove (across front)
Buttonstick	On side from closed to open end
Knife fork spoon	On handle and reading down
Mitts pullover leather	On back of wrist
Mitts woolen	On back of wrist
Tins mess	On end each mess tin (not handle end)
Shoes canvas	Inside of tongue from top to bottom
Overshoes	Inside of tongue from top to bottom
Blouse battle dress	Right inside pocket
Trouser battle dress	On right of waistband (inside)
Trousers tropical worsted	On right of waistband (inside)
Jacket tropical worsted	Inside jacket - right breast pocket
Jacket field summer	Below name patch right (inside)
Trouser field summer	On right of waistband (inside)
Beret	On crown (inside with adhesive tape)
Coat rainproof	Inside coat - right pocket
Greatcoat	Below name patch(right inside)
Poncho	On identification label
Helmet steel	Inside on crown with adhesive tape
Helmet inner	Inside (right side) with marking pencil
Overalls combination	Under the collar at back (with white tape)
Shirts cotton khaki	Under the collar at back
Shirts undercotton Summer/Winter	On tail of shirt (in center)
Singlet gymnasia	On tail of singlet (in center)
Jacket pyjama	Under the collar at back
Trousers pyjama	On waistband (inside rear)
Drawers winter	On waistband (inside rear)
Handkerchiefs	On border ¼-inch in height
Socks gray	Right top outside (with white tape)
Socks black	Right top outside (with white tape)
Cap winter peaked	Inside sweatband (right side)
Cap forage blue	Inside sweatband (right side)
Trunks gym blue	Waistband (inside rear)

1020. e. (cont'd)

<u>Article</u>	<u>Where Marked</u>
Shorts CUS	Waistband (inside rear)
Drawers broadcloth	Waistband (inside rear)
Towels	On border (Center)
Holdall and housewife	Front Edge of pouch
Brushes	On top with black marking pencil
Razor	Outside of case with adhesive tape
Braces	Right inside strap (near Y)
Kit bag	SIN No and name on side
Barrack Box	SIN No and name on top 2 inches in height
Belt waist 37 & 51 patt	Inside rear center
Neckties	Inside and center (with white tape)
Haversacks, packs, pouches, carriers	Inside center of flap
Braces and straps web	Inside center of strap and brace

1022. to 1030. inclusive. Not allocated.

#### SECTION 4 - DISPOSAL OF KIT OF AWOA PERSONNEL

1031. The procedure for disposing of the kit and personal effects of unit personnel who are AWOA is detailed in RAP No 39.

1032. When an individual is reported AWOA it is the responsibility of the Squadron SSM to ensure the man's kit and personal effects, either in the Men's Quarters or at the main place of work, are secured to prevent loss in his absence. Gross negligence in the performance of this duty may result in the person or persons responsible being held financially responsible for any missing kit.

1033. to 1100. inclusive. Not allocated.

## CHAPTER 11

### INTERIOR ECONOMY

#### SECTION 1 - BARRACKS

##### 1101. GENERAL

The operation of the Men's Quarters is detailed in RAP No 12 dated 1 Feb 68.

##### 1102. DUTIES

From time to time it may be desirable and feasible to appoint barracks non-commissioned officers from among the living-in junior NCOs in the Men's Quarters. In such instances their duties will be detailed by SSM HQ Sqn.

##### 1103. BARRACK ROOMS

- a. Social Insurance Number (SIN), rank and name of all occupants will be displayed on the door of each barrack room.
- b. All barrack rooms will be inspected by SSM HQ Sqn each working day.
- c. The unauthorized removal of furniture and equipment from a barrack room is forbidden.
- d. Members living in the barracks may be allowed radios, record players, television sets providing their use does not create a nuisance or disturbance to others. Privately owned articles of furniture including drapes, electric razors or shavers may also be used in barracks. No tampering will be allowed with the electrical outlets to accommodate these appliances.
- e. Barrack boxes will be kept locked at all times except for inspection when the soldier is standing by.
- f. Windows will be opened daily, weather permitting, to ventilate the rooms. The outer window will be opened from the top, and the inner window will be opened from the bottom.
- g. Pictures, ornaments, etc, will not be attached to the walls using other than the authorized type of fastener. Framed pictures in good taste may be shown on the writing desk.
- h. Privately owned motor cars will be parked in the authorized parking lots only. The block heater outlets will be reserved for the living-in members of the Regiment.
- j. All grassed areas are out of bounds. The cement sidewalks will be used when walking from building to building.

##### 1104. FIRE ORDERS

All living-in members will make themselves familiar with the fire orders and what action to take in

the event of fire. Unauthorized removal or tampering with fire fighting equipment is forbidden.

1105. to 1110. inclusive. Not allocated.

## SECTION 2 - MEDICAL AND DENTAL

1111. Members wishing to report sick or for dental treatment will report to the medical assistant at the Unit Aid Station (UAS) in RHQ (Bldg H-10) at 0800 hrs on normal working days. On Saturdays, Sundays and holidays members will report directly to the local hospital.

1112. The medical assistant will complete the sick report and refer the sick parade to the medical officer for examination.

1113. Members referred for treatment at the local hospital will be in possession of the following:

- a. Sick report
- b. Pack, field, small, containing:
  - (1) Clean underwear
  - (2) Clean socks
  - (3) Toilet articles
  - (4) Cleaning equipment
  - (5) Shoes

1114. Members requiring special medical attention must have a completed special sick report signed by an officer. Special medical attention is that care of an emergency nature not recognized at the time of the regular sick parade.

1115. Members requiring emergency dental treatment, ie: severe toothache is a valid reason for emergency dental care; will have an appointment made through the squadron orderly room.

## 1116. MEDICAL ATTENTION ON LEAVE OR PASS

The method of obtaining medical attention while on leave or pass is detailed on the back of Leave Authorization CF 100. Members proceeding on leave or pass will familiarize themselves with these instructions.

1117. to 1130. inclusive. Not allocated.

## SECTION 3 - ROUTINE

1131. The normal working period for the regiment is from Monday to Friday both days inclusive and from 0800 hours to 1630 hours daily.

1132. The daily routine will be published in Routine Orders at least once a month.

1133. Sunday Routine will be followed on Saturdays, Sundays and those holidays declared for Sunday Routine by the Commanding Officer.

1134. Details of Sunday routine will be as published in Routine Orders from time to time.

#### SECTION 4 - MEN'S MESSING

##### 1135. GENERAL

- a. All men below the rank of sergeant on strength of The Royal Canadian Dragoons, 2 Field Squadron Royal Canadian Engineers and 3 Signals Squadron Mess at the Regimental Men's Mess Hall, Bldg H-2.
  - (1) Timings will be laid down in unit Routine Orders
  - (2) Early meals will be served to those members whose duty requires them to work through normal meal hours if they have a dated certificate to this effect signed by their SSM.

##### 1136. MEAL CARDS

- a. Only those personnel in possession of a meal card or a casual meal ticket will be served in the Men's Mess Hall.
- b. Meal cards will be punched by the Checking NCO during meal parades. Meal cards will be collected and destroyed at the last meal on the expiry date.
- c. Personnel not in possession of a meal card who requires a meal will sign the Meal Book before being served.

##### 1137. DRESS

- a. Dress for meal parades will be No 6, No 7 or combat clothing when in wear regimentally. Members off duty may wear civilian dress to evening meals and on weekends.
- b. When in uniform members will be properly dressed. Boots and shoes are permissible. Uniform and civilian dress will not be combined at any time.
- c. Members will parade without headdress or belt waist web.
- d. Clothing should at all times be clean and neat and of a standard acceptable in a restaurant or club.
- e. The following are not considered suitable attire and will NOT be worn to meals:
  - (1) Leather (motorcycle) jackets, lumber jackets or outdoor (raincoat etc) garments;
  - (2) Blue jeans, denims or work pants
  - (3) Tee shirts
  - (4) Sweater without a shirt

(5) Coveralls

1138. to 1200. inclusive. Not allocated.



## CHAPTER 12

### ADMINISTRATION

#### SECTION 1 - FILES AND CORRESPONDENCE

##### 1201. GENERAL

Instructions regarding files and correspondence are contained in RAP No 1.

1202. to 1220. inclusive. Not allocated.

#### SECTION 2 - ROUTINE ORDERS

##### 1221. ROUTINE ORDERS

Routine Orders will be published as required except on holidays. Entries in Routine Orders will be as follows:

- a. Duties. All detailed Regimental duties will be published with at least 48 hours notice except in the case of an emergency change of duties.
- b. Routine. The normal daily routine will be published once per month. In addition the routine for pay parades, inspections, special parades, etc, will be shown in this section.
- c. Miscellaneous. This section contains inter-squadron postings, boards of inquiry, summary investigations and excerpts from other orders. etc.
- d. Notices.
  - (1) Military
    - (a) Notices of meetings
    - (b) Sports
    - (c) Committees and appointments  
(to be published once per month)
  - (2) Non-Military
    - (a) Lost and found
    - (b) Greetings and communications
    - (c) Entertainment

##### 1222. ROUTINE ORDER ENTIRES

Routine Order entries will be submitted to the Adjutant by 0900 hours the day of publication in legible draft form; lists of names must be in order of descending rank and include social insurance number, rank and

initials. The names are to be in alphabetical order within each rank. Unacceptable drafts will be returned to the originator for correction.

1223. to 1230. inclusive. Not allocated.

1231. PERSONNEL OCCURRENCE REPORTS (PORs)

PORs will be published as required by Base Records Section. They will be initiated as follows;

- a. The Unit Records Clerk will prepare draft POR entries, in accordance with sample entries set forth in CP Instr 13/66, as required and forward them to the Base Records Section for publication.
- b. Base Records Section will record all entries on record of service sheet and publish the entry in PORs.
- c. On receipt of PORs, the Unit Records Clerk will ensure that all controls are posted. Each posted entry will be initialled by the Records Clerk.
- d. When this action is completed the POR is filed in the Unit Records Section.

1232. to 1235. inclusive. Not allocated.

SECTION 3 - DUTY ROSTERS

1236. RESPONSIBILITY

All officers' duty rosters will be kept by the Adjutant. All warrant officers and non-commissioned officers' duty rosters will be kept by the Regimental Sergeant-Major. All troopers' duty rosters will be kept by the Squadron Sergeant-Majors.

1237. OFFICERS

The policy of attached officers doing duties will be determined by the Commanding Officer from time to time. Officers' duties will be filled from the duty roster in sequence as their name appears. Should an officer be away from the unit on course or leave when his turn comes up he shall be passed, and his turn will not come up again until the next cycle has arrived.

1238. WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS

All warrant officers and non-commissioned officers will be listed on the duty roster for their rank. The Adjutant will supervise the maintenance of this duty roster. The Regimental Sergeant-Major will keep the roster in accordance with instructions issued by the Adjutant from time to time. No warrant officer or non-commissioned officer will be excused from duties without the approval of the Adjutant.

1239. TROOPERS AND EQUIVALENT RANK

All troopers or equivalent will be listed on the squadron duty roster. The maintenance of the duty roster will be supervised by the Adjutant. The Squadron Sergeant-Majors will keep the roster in accordance with instructions issued from time to time. No member may be excused from doing duties except as specified by the Squadron Commanders.

1240. Not allocated.

SECTION 4 - REPORTING PERSONAL PARTICULARS

1241. When any change occurs in personal particulars given on enrolment or subsequent to enrolment, an officer or man shall report such change to the Commanding Officer through his Squadron Commander.

1242. In particular, changes in the following will be reported as soon as possible:

- a. Marital status, including births and deaths of immediate relatives.
- b. Next of kin, name, relationship, and address.
- c. Religion.
- d. Nationality.

1243. to 1300. inclusive. Not allocated.

## CHAPTER 13 - SECURITY

To be issued later.

## CHAPTER 14

### INSTITUTES

#### SECTION 1 - GENERAL

1401. The following institutes will be operated by The Royal Canadian Dragoons for the benefit of all members of the Regiment:

- a. The Regimental Fund
- b. The Officers' Mess
- c. The Sergeants' Mess
- d. The Cambrai Club

1402. The above institutes will be governed by the rules and regulations set forth in The Manual of Rules for the Administration of Institutes.

1403. to 1405. inclusive. Not allocated.

#### SECTION 2 - THE REGIMENTAL FUND

1406. The constitution and by-laws of the Regimental Fund will be prepared for approval of the Commanding Officer. At least once each year the constitution and by-laws will be reviewed by the Regimental Fund Committee and re-approved by the Commanding Officer.

1407. The duly approved constitution and by-laws of the Regimental Fund will be issued to all officers of the institute.

1408 to 1410. inclusive. Not allocated.

#### SECTION 3 - THE OFFICERS' MESS

1411. The constitution of the Officers' Mess will be prepared by the Mess Committee and approved by the members at a general mess meeting. The constitution will then be presented to the Commanding Officer for his approval.

1412. The constitution of the Officers' Mess will be re-approved each year in the month of December. Extra-regimentally employed officers will be invited to express their views or comments prior to the annual review.

1413. The duly approved constitution of the Officers' Mess will be issued to all members of the institute.

1414. to 1415. inclusive. Not allocated.

#### SECTION 4 - THE SERGEANTS' MESS

1416. The constitution of the Sergeants' Mess will be prepared by the Mess Committee and approved by the members at a general mess meeting. The constitution will then be presented to the Commanding Officer for his approval.

1417. The constitution of the Sergeants' Mess will be re-approved each year in the month of November. Extra regimentally employed warrant officers and senior non-commissioned officers will be invited to express their views or comments prior to the annual review.

1418. The duly approved constitution will be issued to all members of the institute.

1419. to 1420. inclusive. Not allocated.

#### SECTION 5 - THE CAMBRAI CLUB

1421. The constitution of the Cambrai Club will be prepared by the Mess Committee and approved by the members at a general mess meeting. The constitution will then be presented to the Commanding Officer for his approval.

1422. The constitution of the Cambrai Club will be re-approved each year in the month of October.

1423. The duly approved constitution of the Cambrai Club will be issued to all officers of the institute and copies will be made available for perusal to members on request.

1424. to 1500. inclusive. Not allocated.

## CHAPTER 15

### PARADES AND CEREMONIAL

#### SECTION 1 - GENERAL

1501. The mechanics of the drill associated with Parades and Ceremonial may be found in CAMT 2-2 and CAMT 2-3 until such time as CFP 201 - Manual of Drill and Ceremonial - has been distributed. This chapter, therefore, deals with drill and ceremonial procedures peculiar to The Royal Canadian Dragoons.

1502. The Regiment on parade will form up in the following formation:

- a. Regiment in line;
- b. Regiment in mass; and
- c. Regiment in close column

1503. A unit parade will be turned over to a senior at the shoulder.

1504. Commanding Officers will address the unit by the full title, ie, "The Royal Canadian Dragoons".

1505. "Officers fall out" (if required) will be given in the following manner:

The Commanding Officer will stand the Regiment at ease and give the command to "fall out the officers". The officers will come to attention, march up to the Commanding Officer halting five paces from him in line with the second-in-command positioning himself on the right, remaining majors on his left and by squadrons. After the last officer has arrived the second-in-command will take one pace forward and all officers will salute, taking the time from the second-in-command. After the Commanding Officer has finished speaking to them they will salute again, march forward and halt five paces in rear of the Commanding Officer, turn about and stand at ease. On command "fall out the officers", squadron sergeant-majors will take over command of their squadrons, troop sergeants will take command of their troops, moving to the front of their respective squadrons and troops via the right flank.

1506. to 1510. inclusive. Not allocated.

#### SECTION 2 - FORM UP THE REGIMENT IN LINE

1511. Prior to regimental parade, squadrons will form up in squadron areas, sized and inspected by the squadron sergeant-major.

1512. Squadron sergeant-majors will march their squadrons up to the edge of the parade square, to the left flank of the position they are to occupy when formed up. This will be done prior to the time of markers being called.

1513. Squadron markers will form up at the edge of the parade ground opposite the position they will occupy when fallen in. Markers will know the number of files in their squadron.

1514. The regimental sergeant-major will promenade on the parade ground, prior to the regimental forming up.

1515. Officers will arrive at the parade ground while the regiment is being dressed and will then promenade in pairs in front of the regiment. Adjutant will position himself three paces in rear of regimental sergeant-major.

1516. to 1520. inclusive. Not allocated.

### SECTION 3 - FORM UP THE REGIMENT IN MASS

1521. The procedure outlined for form up of a regiment in line will be followed except that the markers know the number of files of the strongest troop.

1522. to 1525. inclusive. Not allocated.

### SECTION 4 - THE REGIMENT IN CLOSE COLUMN

1526. The procedure outlined for form up a regiment in line will be followed except that markers are not required to know the number of files in their squadron and officers will promenade on the right flank of the Regiment.

1527. to 1530. inclusive. Not allocated



## SECTION 5 - REGIMENTAL SERGEANT-MAJOR'S DRILL PARADE

1531. The regimental sergeant-major's drill parade will be a unit parade.
1532. The parade will be formed as per SECTION 2, 3 or 4.
1533. Officers will not attend the parade.
1534. The regimental sergeant-major will drill the unit under the direction of the adjutant.
1535. Whenever possible the senior non-commissioned officers will be formed in separate groups and drilled under a squadron sergeant-major as detailed.

## SECTION 6 - GUARDS OF HONOUR

### 1536. GENERAL

Because of the varying situations under which a guard of honour may be required to function, the success of the performance by the guard, will depend largely on the thoroughness of preliminary measures taken. The following points are to be carefully considered whenever a guard of honour is being prepared:

- a. A reconnaissance party composed of all key members concerned with the guard, will make an appreciation of the ground on which the actual performance will take place;
- b. Establish an assembly area as near to the place of parade as is convenient for the arrival and departure of troops;
- c. Work out timings in conjunction with movement, and departure of the inspecting person;
- d. Plan rehearsal to follow the space, movement and timing of the actual parade.

### 1537. COMPOSITION

A guard of honour will consist of the following:

- a. 100 man guard;
  - (1) 1 major or captain - Commander
  - (2) 2 subalterns - Right & left division commanders
  - (3) 1 Senior squadron sergeant-major - Guidon bearer
  - (4) 2 senior NCOs - Escort to guidon
  - (5) 2 SSMs or WOs - Guides

- (6) 2 sergeants - Guides
- (7) 96 other ranks - Guard

- b. In column of divisions. As for line.
- c. In column of three's. The right guide of each division of the guard of honour takes post on the right flank. The guidon party position themselves midway between the first and second division.

1541. PROCEDURE IN THE ASSEMBLY AREA

- a. When the guard of honour has arrived at the assembly area, it is formed up in three ranks by the senior warrant officer, who orders:
  - (1) "Open order - march";
  - (2) "Right - dress";
  - (3) "Eyes - front".
- b. The guard of honour stands at ease and awaits the officers. During the time that the guard of honour is forming up, the uncasing and dressing of the guidon is completed under the supervision of the senior member of the guidon party.
- c. After the officers have arrived on parade, the guidon party is marched on parade.
- d. The guard of honour, preceded by the band, march off to the place of parade.

1542. FORMING UP AND INSPECTION

- a. The guard of honour is halted when arriving at the place of parade and is formed up in line in two ranks, dressed inwards at "Open order", centred to and facing the reviewing stand. The guard of honour may stand at ease at this stage, if time permits.
- b. On a prearranged signal, indicating that the person for whom the guard is ordered is approaching, the commander orders:
  - (1) "Attention"
  - (2) "Shoulder arms"
- c. When the person has halted in front of the guard of honour, the commander orders:
  - (1) "Guard of honour - royal (or general) salute";
  - (2) "Present - arms";
  - (3) "Shoulder - arms".

- d. The guard commander advances, halts and salutes, reporting the guard of honour ready for inspection. The commander accompanies the inspecting person, moving on the side further from the rank being inspected.
- e. When the inspection is completed, the commander asks permission to march past (when applicable). When a march past is not to be executed, the commander returns to his post in line and waits until the person has returned to the front. When this has happened, the commander orders:  
  
"Guard of honour - royal (or general) salute - present arms".
- f. After the above action is completed, the guard of honour is returned to the "shoulder", reformed in three ranks and marched back to a dispersal area.

1543. to 1545. inclusive. Not allocated.

#### SECTION 7 - GUIDON DRILL

1546. The guidon will only be carried by a guard or escort when mounted for the following:

- a. The Queen
- b. A member of the Royal Family
- c. A Governor General, Governor, High Commissioner, Lieutenant Governor or officer representing the government in his capacity as Her Majesty's representative within the area of his jurisdiction.
- d. A Foreign sovereign
- e. A President of a Republic
- f. A member of a reigning foreign imperial or royal family
- g. As directed by the Commanding Officer.

1547. At royal reviews and trooping the colour, etc, when royalty is taking the salute, the guidon, if carried, will be lowered during the march past when dismounted. The guidon will not be lowered on a mounted parade. The guidons will be lowered during a royal salute.

#### 1548. THE GUIDON PARTY

The guidon party will be composed as follows:

- a. The guidon is carried by the senior regimental master warrant officer.
- b. Senior regimental non-commissioned officers not below the rank of sergeant have the honourable distinction of escorting the guidon.

- c. The escorts are posted on either side of the guidon.
- d. On the occasions when trumpeters form part of the guidon party they will cover the escorts two paces to the rear. Trumpeters should be of junior non-commissioned officer rank.

1549. An escort to the guidon, if provided, will consist of two troops under command of an officer. For a mounted parade the escort to the guidon party will consist of four command and recce vehicles under command of an officer. This escort must not be confused with the members of the guidon party.

1550. When the guidon is uncased, escorts and guidon party will not pay compliments, except to persons entitled to the compliment of having the guidon lowered or let fly. When the guidon is cased, escort and guidon party will pay such compliments as would be appropriate if the guidon was not present.

1551. The guidon is carried on all ceremonial parades.

1552. Positions of the guidon party on ceremonial parades:

- a. In line: The guidon party is placed between two fighting squadrons.
- b. If the line is ordered to retire, the guidon party will turn about, but will remain steady in its original alignment.
- c. In marching past by squadrons the guidon party will be in rear of the center of the second squadron (12 paces to rear).
- d. On mounted parade the guidon party with escort will lead parade.

1553. to 1555. inclusive. Not allocated.

1556. PROCEDURE FOR MARCHING THE GUIDON ON AND OFF A CEREMONIAL PARADE

- a. An escort to the guidon party of two troops commanded by an officer, (not to be confused with the guidon party) and the guidon party will be marched to the officers' mess, halted, turned inwards facing the officers' mess, bayonets fixed and "shoulder arms".
- b. The warrant officer will enter the officers' mess where he will be presented with the guidon by an officer. He will "dress the guidon".
- c. As the warrant officer leaves the officers' mess, the command "present arms" will be given by the officer in charge of the escort. When the warrant officer has fallen in he will give the command "shoulder arms".

- d. The officer in charge of the escort will then march the escort and guidon party to the area of the parade. On arriving at the parade area the escort and guidon party will be halted and advanced.
- e. The escort will then march off and rejoin its squadron. On marching off the escort will give an "eyes right" or "eyes left" as the case might be.
- f. The guidon will be carried at the "slope" until the guidon party marches on to the parade square, it will then be at the "carry".
- g. The commanding officer will give the command, "march on the guidon" he will then give the command "present arms" as the guidon party steps on to the parade square. The regiment will remain at the "present" until the guidon party has taken its final position.
- h. The commanding officer will then order the regiment to "shoulder arms" and the guidon party will conform with the rest of their movements with the exception that the escort to the guidon will not stand easy, if the regiment does so.
- j. The commanding officer will order "march off the guidon". On this command the warrant officer will order "Guidon party, by the center, quick march, change direction left (or right) left (or right) form - forward".
- k. After the guidon party has gone forward by the center, the commanding officer will give "present - arms". Bayonets having been previously fixed before the guidon party is ordered to leave the parade.
- l. The warrant officer will carry the guidon at the "slope" when the guidon party has left the parade square. The guidon party will then halt and await the escort to the guidon party.
- m. The escort and guidon party will proceed back to the officers' mess. On arrival at the officers' mess the escort and guidon party will be halted and turned inwards facing the officers' mess.
- n. The warrant officer will step forward and enter the officers' mess. As he steps forward the officer in charge of the escort to the guidon party will give the command "present - arms" the escort and guidon will remain at the "present" until the warrant officer has entered the officers' mess, the officer will then give the command "shoulder - arms, un-fix bayonets".
- o. After returning the guidon to an officer in the officers' mess, the warrant officer will fall in with the guidon party.

- p. The escort and guidon party will then be marched off to the parade area and dismissed.

1557. RULES FOR CARRYING AND LOWERING THE GUIDON

- a. At the halt, the guidon will never be sloped; it will be held at the "carry" or "order" according as the regiment is at the "shoulder" or the "order". But during an inspection when the regiment is at the "order" the guidon will be at the "carry".
- b. On the move, the guidon will always be carried at the "slope", except when marching on to, or off, the parade square, when on the saluting base, when marching past, advancing in review order. At these times it will be at the "carry".
- c. The guidon will be let fly as the caution is given for a royal or general salute, and in marching past. The guidon must be caught immediately after "eyes front" is given.

1558. GUIDON DRILL

- a. The movements of guidon drill will be performed in the same time as rifle exercise. When there are only two motions with the guidon and three with the rifle the guidon will be moved with the first and third motions of the rifle.
- b. The order. The guidon pike and guidon will be held with the right hand at that part of the pike where the lowest corner of the guidon reaches. The pike will be perpendicular, the bottom of the pike resting on the ground in line with and against the right toe, the elbow close to the body.
- c. The guidon should not be stretched tight down the pike, but allowed to hang naturally.
- d. Stand at ease. The movements will be normal, except that the left hand will remain at the side and the guidon will be kept perpendicularly at the right side.
- e. Carry - from the order. Raise the guidon to a perpendicular position in front of the body, guiding the base of the pike into the socket of the guidon belt with the left hand and keeping the right forearm on the pike for control. Cut the left hand smartly to the side and at the same time raise the forearm to a horizontal position. The right hand will be opposite the center of the mouth, back of the hand to the front, wrist and forearm horizontal, ie, at right angles to the pike, which will be held perpendicularly.
- f. The slope - from the carry.
  - (1) 1st motion Raise the guidon pike just clear of the socket of the guidon belt, controlling the base of the pike with the left hand.

- (2) 2nd motion Lower the guidon sharply on to the right shoulder. The angle of the guidon at the slope should be the same as the slope of the rifle, the right elbow close into the side, the forearm parallel with the ground. The guidon should hang over and cover the right shoulder and arm. The pike should not show between the hand and shoulder, but should be covered with the end of the guidon.
- g. To change the guidon from the right to the left shoulder.
- (1) 1st motion Seize the guidon and pike with the left hand close above the right hand.
  - (2) 2nd motion Carry the guidon across the body and place it on the left shoulder in the same position as detailed in the second motion of the slope from the carry.
  - (3) 3rd motion Cut the right hand sharply to the side.
- h. To change the guidon from the left to right shoulder. The converse of sub-para g. above.
- j. Carry - from the slope. Raise the guidon off the right shoulder with the right hand to the position of the carry guiding the base of the pike into the socket of the guidon belt with the left hand.
- k. Order - from the carry.
- (1) 1st motion Raise the guidon and pike just clear of the socket of the guidon belt, controlling the base of the pike with the left hand and dropping the right forearm on the pike.
  - (2) 2nd motion Lower the guidon to the position of the order, catching the pike with the left hand.
  - (3) 3rd motion Cut the left hand to the side.
- l. To let the guidon fly - from the carry. Release the guidon with the right hand and seize the pike again immediately.
- m. To catch the guidon. Seize the guidon with the right hand and resume the position of the carry.
- n. To lower the guidon at the halt. On the caution "royal salute" the guidon will be let fly.

(1) 1st motion Raise the guidon pike just clear of the socket of the belt.

(2) 2nd motion Lower the guidon.

(a) Carry the guidon well to the right and lower it with a sweeping motion to a position in front and in line with the right toe, the head of the pike just clear of the ground, the guidon being spread on the ground and to the right of the pike.

(b) If a strong wind is blowing from the right, carry the guidon well to the left, and lower it with a sweeping motion to a position in front of and in line with the right toe, the guidon being spread to the left of the pike.

(c) The pike should be held under the right armpit, the back of the hand towards the ground, the right elbow close to the body.

Notes: 1. Care must be taken to look straight to the front when lowering the guidon and not to follow it with the eyes.

2. When the guidon is lowered in wet weather or on muddy ground, the pike will be held as in para o. below.

o. To lower the guidon when marching past in slow time. On the caution "Eyes" the guidon will be let fly. On the command "Right", the motions will be performed as laid down in para m. above, except that the guidon pike will be held horizontally in front of the body and resting underneath the forearm, the guidon hanging straight down. The time is equivalent to four paces, ie, as for the salute with the sword.

p. Carry - from lowering the guidon.

(1) 1st motion Raise the guidon to the position of the carry.

(2) 2nd motion Catch the guidon.

Note: The guidon should be raised with the right hand and pressure of the pike under the armpit. The left hand may be used to guide the pike into the socket. Care must be taken that the body is not moved to assist the raising of the guidon.

#### 1559. DRESSING THE GUIDON

When the guidon is uncased and handed over to the warrant officer, he will dress the guidon. This consists of taking the left hand top corner of the guidon (the free end) with his left hand and bringing the guidon



onto the perpendicular position. This will result in the lowest corner falling straight down the pike. Grasping the bottom corner of the guidon with the right hand round the pike, the guidon will then be evenly distributed on either side of the pike, and when carried on the shoulder the pike will always be kept covered by the overhang of the guidon. At the changing of arms care will be taken to see that the same overhang is on the left shoulder as on the right.

NOTE: Should the guidon become disturbed the warrant officer may use his disengaged hand to get the guidon back to the correct position. This is not a drill movement and should be carried out unobtrusively.

1560. Not allocated.

#### SECTION 8 - MOUNTED ESCORTS

1561. In accordance with CFP 201 Part II.

1562. to 1580. inclusive. Not allocated.

#### SECTION 9 - GUARDS AND SENTRIES

1581. In accordance with CFP 201 - Guards and Sentries - Part II.

#### SECTION 10 - INSPECTIONS

1582. The parade will be marked as laid down in CFP 201, Part II.

1583. The regiment will be drawn up in line. The band will be nine paces center rear of the regiment. The commanding officer will then order the guidon party to march on.

1584. The inspecting officer will be received in accordance with CFP 201, Part II.

1585. The inspecting party will consist of the following:

- a. Inspecting officer,
- b. Commanding Officer,
- c. Squadron Commander,
- d. Adjutant,
- e. ADC to Inspecting Officer,
- f. The Regimental Sergeant-Major.

1586. to 1590. inclusive. Not allocated.

SECTION 11 - FUNERALS

1591. In accordance with CFP 201 Part II.  
1592. Not allocated.

SECTION 12 - PAY PARADES

1593. Dates of pay parades shall be as published in Routine Orders.
1594. All ranks will be paid as follows:
- a. PLACE - as detailed in Routine Orders.
  - b. TIME - as detailed in Routine Orders.
  - c. ORDER - strict alphabetical order by rank.
  - d. SUPERVISION - The Regimental Orderly Sergeant will conduct pay parade and be responsible for maintaining order.
  - e. DRESS - working dress.
1595. to 1600. inclusive. Not allocated.

## CHAPTER 16

### FIRE ORDERS

#### SECTION 1 - GENERAL

##### 1601. GENERAL

- a. This Standing Order will be read in conjunction with CFP 120 Chap 40, and with Base Gagetown Fire Standing orders.
- b. RCD Fire Orders are published by the Commanding Officer, RCD, in accordance with QR&O 29.01 and 30.07 and CFAO's 30-1, 30-2, and 30-3.
- c. FIRES DO NOT HAPPEN - THEY ARE CAUSED.
- d. The PREVENTION OF FIRE is of primary importance.
- e. The first few minutes of a fire are the most critical from both a life and property safety point of view.
- f. On the outbreak of fire, all unit fire suppression resources will be put into immediate operation to control fire damage.
- g. All ranks are individually responsible for:
  - (1) control of "personal" fire hazards, ie., smoking, use of electrical equipment, etc.
  - (2) knowing what to do when fire occurs.

##### 1602. RESPONSIBILITIES

All, both military and civilian, shall know:

- a. The location of
  - (1) Fire alarm stations
    - (a) 1-1-4 Bldg F-7 - Officers Mess and Quarters
    - (b) 1-1-7 Bldg H-2 and H-3 - Men's Mess and Quarters
    - (c) 1-1-8 Bldg H-5, H-10, H-11  
Training Building, Adm Building and Gd Room
    - (d) 1-1-9 Bldg H-7 - QM Stores
    - (e) 1-2-3 H-9 - Cambrai Club
    - (f) 1-2-8 K-17, K-18, K-19 - Hangar Area
    - (g) 1-2-9 K-17, K-18, K-19 - Hangar Area
    - (h) 2-1-3 A-5, A-6, A-7 - Sgts' Mess and Quarters
  - (2) Fire extinguishers and the proper method of operation
- b. The telephone number of the Base Gagetown Fire Brigade - 357-8401 Loc 333.
- c. The action to be taken on the sounding of the fire alarm.

1603. ACTION ON DISCOVERY OF FIRE

- a. Shout "FIRE", "FIRE", "FIRE".
- b. Turn in an alarm by using the nearest fire alarm box, and telephone the fire brigade at local 333 giving the location of the fire;
- c. Ensure a guide is available and so placed as to be able to guide the fire equipment to the location of the fire.
- d. Arouse all occupants of the building by shouting, using an internal public address system if available, or internal fire alarm system.
- e. Start fighting the fire with the equipment at hand.
- f. Fire Picquet. As detailed in Chapter 6 Section 3.
- g. Troops. All troops, other than the Fire Picquet and those selected by the Fire Chief or his deputy to assist in fire combat operations will report immediately to previously designated assembly areas.
- h. Orderly Sergeant. The Orderly Sergeant will proceed to the fire scene and act as liaison officer between the officer-in-charge of fire fighters and the officers-in-charge of assembled troops, for detailing any additional help needed.
- j. Hangar Area. When a fire is discovered in any building in the hangar area, an officer or NCO present will dispatch a runner to the other hangar buildings to give the alarm. The nature of work in the hangars is such that the Base alarm cannot be heard at times, from within the buildings; this action is necessary to ensure the buildings are properly evacuated.

1604. EVACUATION OF BUILDINGS

- a. The buildings occupied by The Royal Canadian Dragoons have been divided into four groups as follows:  
  
Group 1 - Officers' Mess and Quarters (F-5 & F-7)  
Group 2 - Cambrai Barracks (H-10)  
Group 3 - Vehicle Hangars (K-17, K-18, K-19)  
Group 4 - Sergeants' Mess and Quarters (A-5 & A-6)
- b. In response to a fire warning from any fire alarm box signal in a group, all buildings in that group will be evacuated. The occupants will assemble outside in a place designated at para 1605 below. For security reasons certain soldiers have been excepted from evacuation. When leaving offices and rooms close all windows, doors and switch off all lights.

1605. ASSEMBLY AREAS

<u>Alarm Code</u>	<u>Buildings Affected</u>	<u>Assembly Area</u>	<u>Pers Excepted</u>
<u>GROUP 1</u>			
1-1-4	Officers' Mess F-5 Officers' Quarters F-7	Officers' Parking Lot Officers' Parking Lot	Sr Steward Sr Barman
<u>GROUP 2</u>			
1-1-7	Men's Mess H-2	Frederick Crescent	Cooks
or	Men's Quarters H-3	Frederick Crescent	Hut Orderlies
1-1-8	Training Building H-5	Linden Street	No one
or	Quartermaster Stores H-7	QM Traffic Circle	QM Staff
1-1-9	Cambrai Club H-9	Linden Street	Sr Barman
or	Administration Bldg H-10	H-10 Parking Lot	Chief Clerk
1-2-3	Guardroom H-11	NOT TO BE EVACUATED UNLESS ON FIRE	
<u>GROUP 3</u>			
1-2-8	LAD K-17	NORTH END OUTSIDE	No one
or	Hangar K-18	NORTH END OUTSIDE	No one
1-2-9	Hangar K-19	NORTH END OUTSIDE	No one
	Butler Hut K-38	NORTH END OF K-18	No one
	Butler Hut K-39	NORTH END OF K-18	No one
	POL Storage K-32	NORTH END OF K-18	No one
	POL Storage K-44	NORTH END OF K-18	No one
<u>GROUP 4</u>			
2-1-3	Sergeants' Mess A-5	Sgts' Parking Lot	Sr Steward

1606. FIRE DUTIES ON ASSEMBLY

Assembled troops will stand by, pending orders of the senior Officer or NCO present for:

- Assistance in fire fighting operations
- Salvage operations
- Security duties

1607. MILITARY POLICE

Provost, regimental police etc., will prevent unauthorized persons from impeding the fire fighters, obstructing the fire vehicles, or approaching the fire ground.

1608. BUILDING ATTENDANTS

Caretakers, mess stewards, hut orderlies etc, will:

- know the telephone numbers of the Base Fire Brigade, hospital, CO, Adjutant and the Unit Fire Prevention Officer;
- have in their possession keys to all doors in the building under their charge; and
- ensure that all occupants are clear if the building is involved in or exposed to the fire.

1609. STORES OFFICERS

Will detail soldiers to various stores areas to ensure that all stores are protected from fire exposure and, if necessary, to carry out salvage operations.

1610. EMERGENCY EXTINGUISHING AGENTS

- a. Garden Hose. Ordinary garden hose, equipped with shut-off nozzle and attached to a screw faucet, makes an effective fire extinguisher for fires in ordinary combustible material (ie: other than fires involving fats, oils, etc., or electrical equipments).
- b. Snow - is an excellent emergency extinguishing agent at the initial stages of a fire.
- c. Smothering Agents. Sand, earth, soda, cement, talcum powder and wet clothes are all suitable emergency extinguishing agents to smother small fires. Burning clothing can be extinguished by rolling or wrapping the victim in a blanket, rug, etc.

1611. SPECIAL DUTIES - INDIVIDUALS

- a. NCO in command Fire Picquet (Fire Picquet NCO)
  - (1) In response to a fire in the regimental area he will proceed directly to the scene of the fire in accordance with para 1603 e above. When relieved of duty by the Fire Chief, the Fire Picquet will return to duty at H-3 or H-11 as applicable.
  - (2) If the fire alarm code is not for the regimental lines, the Fire Picquet will assemble and be prepared to move at a moments notice in response to any request for assistance.
- b. Regimental Orderly Sergeant
  - (1) In response to a fire in the regimental lines:
    - (a) Warn the Orderly Officer by telephone and despatch the duty driver to pick him up.
    - (b) During duty hours contact the UFPO.
    - (c) If required assemble all available drivers and despatch them to the hangars.
    - (d) Proceed immediately to the fire scene to act as liaison officer between the assembled troops and the Base Fire Brigade.
  - (2) If the fire alarm code is not for the regimental lines and assistance is requested by the Base Gagetown Fire Brigade, despatch the fire picquet to the scene of the fire. Notify the Orderly Officer of any action taken.
- c. Regimental Orderly Officer
  - (1) In response to a fire in the regimental lines:
    - (a) Proceed immediately to the scene of the fire and take command until relieved by the Base Fire Chief or a

more senior officer. Provide any assistance requested by the Base Fire Brigade.

- (b) Ensure that the necessary evacuation is carried out immediately.
  - (c) If the fire is in the hangar area and vehicle evacuation is required, contact the Orderly Sergeant and instruct him to assemble and despatch all drivers immediately to the hangar area.
  - (d) Report the fire to the Adjutant.
- (2) If the fire is not in the unit lines, the Regimental Orderly Officer may be requested to provide assistance by the Base Gagetown Fire Brigade. The Orderly Officer will take any necessary action to fill the request.

1612. FALSE ALARMS

Anyone raising or reporting a false alarm will be liable to severe disciplinary action.

1613. FIRE DRILLS

Will be held at irregular intervals as directed by the Commanding Officer.

1614 to 1630. inclusive . NOT ALLOCATED

SECTION 2 - FIRE PREVENTION

1631. FIRE POINTS

Fire points will be established in suitable locations throughout each building under the supervision of the UFPO and shall be suitably signed. FAFTE will be placed at each fire point. One copy of Section 4 will be posted at each fire point.

1632. FIRE EQUIPMENT

- a. Will be used for NO other purpose than fire fighting.
- b. Will be secured to the fire point where possible.
- c. Will be replaced when non-serviceable by serviceable equipment.
- d. Will be inspected at least once per month by the AFPO responsible for the area.
- e. Fire extinguishing equipment in accordance with Scales of Issue CAF S23-560 will be kept available. Personnel concerned should be instructed in proper use of fire fighting equipment and its location. Immediate action drills should be detailed so that all personnel know exactly what to do in case of fire. Army Works Services fire safety personnel should be consulted for technical advice and assistance in this matter.

1633. SMOKING

- a. Smoking is prohibited in any workshop, ammunition storage building, POL storage building, or elsewhere where POL or other inflammable materials are stored or in use.
- b. Smoking is prohibited when any vehicle, stove, lamp or container is being filled with inflammable substances.
- c. Smoking is prohibited in tank hangars, store's buildings and drill halls, except in areas that are designated as smoking areas.
- d. Cigarette butts will be deposited in receptacles provided for that purpose, and will NOT be thrown on the ground or floor or in garbage or rubbish heaps.

1634. REFUELLING

- a. Refuelling of vehicles will NOT take place inside any garage, drill hall, vehicle hangar or other enclosed place, or within twenty feet of any building.
- b. Hand stoves and lamps will always be refuelled in the open and never inside a building or shelter.

1635. TANK PARKING

- a. Tanks in the hangars will be parked with the gun barrel in such a position that the vehicle can be driven out without having to traverse the turret.
- b. Non runners will have the tow cable attached to allow them to be quickly towed from the hangar.

1636. ELECTRICAL APPLIANCES

- a. Clothing irons may be used in barracks for pressing and ironing clothes subject to the following rules:
  - (1) They will not be left unattended.
  - (2) They will be unplugged when not in use.
  - (3) They must be allowed to cool off completely before being put away.
  - (4) It is the responsibility of the user to ensure that their use presents NO fire hazard.
- b. No auxilliary heating appliances will be permitted without the authority of the Commanding Officer.
- c. Radios are permitted in the barracks.
- d. Block heaters for cars are permitted, however, the outside electrical installations provided will be used, extensions will NOT be run from buildings.

1637. PROPANE TANKS

- a. The propane tanks in the kitchen areas will be fenced in and "NO SMOKING" signs prominently displayed. No smoking or loitering will be permitted in the area of these tanks.



- b. In the event of a propane leak, the Base Gagetown Fire Brigade will be informed immediately.

1638. MESS, CANTEENS, AND COMMON ROOMS

- a. The Regimental Orderly Sergeant will ensure that a nightly inspection of messes, canteens and common rooms are carried out by the following:
  - (1) Officers' Mess - Duty Barman
  - (2) Sergeants' Mess - Orderly Sergeant
  - (3) Cambrai Club - NCO IC
  - (4) Common Rooms - NCI IC Fire Picquet
- b. This nightly inspection will include the following checks, where applicable:
  - (1) that all valves on gas stoves are off, and the safety jet is alight;
  - (2) that all electrical stoves and appliances are turned off;
  - (3) that all waste receptacles are away from the walls, or other furnishings, and contain no smoldering cigarette butts, etc.
  - (4) that all ash trays are free of burning cigarette butts.
  - (5) that all cushions on chesterfield and easy chairs are turned up, and that such furnishings are free of smoldering cigarette butts or matches, etc.
- c. The inspection will be made as soon as the mess, canteen, or common room, is vacated, but not before the last person has left.
- d. Any irregularities will be reported to the Orderly Officer.

1639. UNOCCUPIED BUILDINGS

Special attention must be paid to unoccupied buildings in the regimental lines to ensure that inflammable rubbish is not allowed to accumulate.

1640. DECORATIONS

Buildings in which decorations have been installed must be inspected and approved by the Base Fire Brigade prior to their use.

1641. RUBBISH

Fire for the disposal of rubbish in the regimental lines will only be authorized by the UFPO.

1642. PAINT

- a. Opened cans of paint will be stored in metal containers, in a well ventilated room and kept away from heating appliances or other combustible material.

- b. Covered garbage cans or steel lockers are suitable metal containers for this purpose. The garbage can or locker must be suitably marked "PAINT".
- c. Paint will not be kept by tank crews in the wooden tank kit lockers.

1613. OPERATION OF RANGE FIELD M 1937 IN BUILDINGS

- a. Circumstances, eg, severe weather conditions, may justify the operation of the Range Field M 1937 in buildings. This practice is acceptable for buildings and tents provided the users observe fire safety regulations in the installation and operation of the Field Ranges.

- (1) Storage of Flammable Fuel. Flammable fuels for either of the M 1937 Range or other purposes should be stored in well marked fuel storage areas at the following minimum distance from buildings, etc., containing the Range M 1937.

<u>Storage Capacity</u>	<u>Distance</u>
Up to 100 drums or equivalent of gasoline	50 ft (minimum)
Over 100 drums or equivalent of gasoline	60 ft (Minimum)

The gasoline fuel required for immediate filling of the Range Field M 1937 will be stored only in the following type containers; can, safety, self-closing cap.

- (2) Lighting and Filling. Will be performed outside at a distance of not less than 30 feet from the cooking area in the building or tent. Filling of the range fuel tanks will be performed only from the safety storage can referred to above. Filling of the range tanks will NOT be performed when the burner is hot or still burning. Gasoline fuel will NOT be carried, transported or used for unauthorized purposes in the cooking area.

- (3) Installation and Operation of Range M 1937

In buildings must adhere to the following conditions:

- (a) The range, when operated in the building, should be clear of all combustible walls, floors and other material. Where space limitation required installation of the range near combustible surfaces, incombustible barriers should be installed in such a manner that they will provide:
  - i. One inch of free air space between the uncombustible barrier and the combustible floor, wall or other material.
  - ii. two inches of free air space between the incombustible barrier and the exterior surfaces of the range; and
  - iii. a dimensional area of floor barrier equivalent to that of the range plus 8 inches in length and width to allow an extension of four inches beyond each extremity of the range.

- (b) The range should not be installed in a confined space. Adequate ventilation is required to ensure proper combustion.
- (c) The range, like other heating, cooking or lighting appliances which employ flammable liquids as fuel, should NOT be left unattended when in operation in buildings or tents.
- (d) If the field kitchen is set up under shelter in a summer camp, it should be separated from the main tented area by the following distances:
  - i. 1 range is used - 30 ft minimum
  - ii. 2 or more ranges in use - 40 ft minimum
- (e) The Army Works Service, whenever possible, will conduct a fire safety inspection of any range installed in a building.

1644. to 1650 inclusive. NOT ALLOCATED

### SECTION 3 - FIELD FIRE ORDERS

#### 1651. FIRE ALARMS

- a. The fire alarm will be by voice, fire siren or by a series of blasts on a vehicle horn (3 short & 1 long).
- b. The "All Clear" will be a series of five long blasts on a vehicle horn repeated four times.

#### 1652. FIRE PICQUETS AND DUTIES

- a. Each squadron or regimental group area will be responsible for the arrangement of their own fire precautions and the detailing of fire picquets. A tour of duty for the unit fire picquets will not exceed seven days.
- b. Assistant Unit Fire Prevention Officers will instruct their squadron fire picquets in:
  - (1) the use of fire fighting equipment and their effect on different classes of fires;
  - (2) the proper method of turning in a fire alarm; and
  - (3) their duties and responsibilities on the outbreak of a fire.

#### 1653. ACTION IN THE EVENT OF FIRE

- a. By the person discovering fire
  - (1) Shout, "Fire", "Fire", "Fire", repeatedly or give a series of blasts on a vehicle horn (3 short & 1 long).

- (2) Arouse all occupants of the tents on fire.
- (3) Pull down all tents in the vicinity of the fire. (Tents down wind will be pulled down first).
- (4) Fight the fire.
- b. By soldiers immediately in the fire area:
  - (1) Pull down all surrounding tents. (Tents down wind will be pulled down first).
  - (2) Fight the fire.
- c. By Fire Picquet:
  - (1) If first on the scene after the alarm has been given they will:
    - (a) arouse all occupants of the tents on fire;
    - (b) pull down all tents in the vicinity of the fire. (Tents down wind will be pulled down first); and
    - (c) fight the fire.
  - (2) Fight the fire immediately after arousing occupants in the tents on fire if sufficient personnel are pulling down tents.

#### 1654. TENTED AREAS

The following precautions will be taken when setting up tented campsites in the training area:

- a. Tented campsites will not be located in exposed wind swept areas.
- b. The sites for cook houses, stores and recreational tents will be selected so as to reduce the risk of fire spreading to other tents.
- c. In the event of fire, all nearby tents should be struck immediately.
- d. Vehicles will not be refuelled within 30 feet of any building or tent.
- e. Empty POL containers will not be placed within 100 feet of any building or tent.
- f. Unprotected lights and open flame devices will not be brought near tanks or into areas, tents or buildings where flammable liquids are stored.
- g. Smoking is forbidden in stores tents. Stormen are authorized to sleep in stores tents.
- h. Field petrol burners or lamps will not be lighted within a tent or in buildings except on concrete floors.
- j. Flammable liquids will not be stored in kitchens or buildings which are used for accommodation.

- k. When practicable, a firebreak will be created around tented areas, not less than 50 feet in width in grassed areas, and 200 feet in forested areas.
- l. Lamps burning kerosene or naphtha gas will be used only where specifically authorized by Squadron Commanders. They will be securely installed, inspected and serviced daily and kept clear of combustible materials.
- m. Empty bottles or broken glass can start bush fires. All such items must be buried or returned.
- n. NO SMOKING signs (CAFC 2225) will be prominently displayed at all areas where smoking is forbidden.

1655. OPEN FIRES

- a. The following instructions will pertain to section cooking fires:
  - (1) They will be supervised at all times.
  - (2) They will be constructed in the bottom of a trench, at least twelve inches deep.
  - (3) The area surrounding the trench will be cleared of brush, etc, to a distance of two feet.
  - (4) On completion of cooking, the fire will be put out with water and ashes buried.
- b. No open fires other than for tactical cooking, or a rubbish fire under the supervision of the Assistant Fire Prevention Officers will be permitted.

1656. FOL STORAGE - OUTDOOR

- a. General. In the case of outdoor storage the ground area of the stack should be clear of vegetation, firm and level. A bed of sand or gravel should be laid in order to help drainage and provide a good foundation. The finished level of the base should be a few inches above the general ground level of the base to protect the containers against corrosion. Pre-cast slabs, concrete platforms, oil railway ties, etc, are suitable for this purpose. Ashes will not be used for the construction of stack bases owing to their corrosive effect on metal containers.
- b. Five Gallon Cans. Five gallon cans will be stored up right on their base, not more than five high and in blocks or pyramids not more than 50 feet each way. A 30 foot aisle will be left on all sides of each 50 foot square section.
- c. Dunnage of 2" x 6" lumber will be used beneath the first tier of cans and will be tied with wooden strips or boards to form at least a partial flooring. Dunnage is not required between upper tiers of cans but pallets may be used if desired.
- d. Empty 5 gallon cans stored outdoors will be covered with tarpaulins.
- e. 45 Gallon Drums. 45 gallon drums will be stored on their sides, butt to butt, in rows of two with bungs and vents turned outward to assist in the detection of leaks; the

bungs and vents are placed below the surface of the liquid to preserve gaskets. Drums will not be stored more than three high.

- f. Dunnage of 2" x 6" lumber will be placed beneath the bottom tier of drums. The upper two tiers may be nested without damage.
- g. The length of the rows will be restricted to 50 drums on the lowest tier, thus limiting the number of drums in a double row to 300 when they are stacked three high. If two or more are employed, sufficient aisle space will be left between rows to permit ready accessibility.
- h. Tarpaulins need not be used over stacks of drums, either full or empty.
- j. Other Containers. POL containers other than 5 gallon or 45 gallon drums will not normally be stored outdoors. However, if outdoor storage is necessary, containers will be stored upright on their bases and will be covered with tarpaulins to protect them from the weather.

1657. FIRES IN BASE GAGETOWN TRAINING AREA

- a. Northern Affairs and National Resources (NA and NR) Forestry Branch are responsible for major fire fighting in the Base Gagetown training area. The NA and NR headquarters is located near the corner of Shirley and Broad Roads outside the campsite and fire trucks are permanently station in suitable locations in and around the training area.
- b. When necessary, officers and men will be ordered to assist forest fire Wardens. Under these circumstances, the fire warden will be in command at the scene of the fire and will issue orders to military personnel through their respective officers, WOs or NCOs as to the method of combating the fire. These directions will be obeyed implicitly.

1658. FIRE FIGHTING ON RANGES

- a'. These particular orders for ranges cover all range practices when ammunition is used that can cause fires under prevailing circumstances. If there is the slightest doubt regarding the circumstances the Base Gagetown Range Officer shall be contacted before firing.
- b. Units firing explosive or other ammunition likely to cause fires shall have in attendance at the range, or portion of the training area concerned, one First Aid Fire Fighting Unit which shall consist of:

One truck 3/4 ton GS	)	
One trailer water, 180 gallons	)	Provided
Six extinguishers, pump tanks	)	from unit
man pack	)	resources
Six shovles GS	)	
Six brooms steel	)	

OR

One Range Fire Truck	)	Provided by Base
completely equipped	)	Gagetown Fire
		Brigade

- c. Reserve fire fighting equipment and operators shall be provided by the Department of Forestry.
- d. When fire breaks out on a range, the OIC shall:
  - (1) Order cease fire of all weapons
  - (2) Ensure that no firing is taking place on other ranges having a danger area common to the one on which the fire is located.
  - (3) Order all available personnel to combat the fire.
  - (4) Report the fire to Unit and Base Headquarters by the range telephone and wireless, or by fastest means, asking for assistance at the same time if there is the slightest doubt that the fire cannot be put out with the manpower and resources immediately at hand.
  - (5) Remain in charge of fire fighting operations until arrival of the Department of Forestry and/or Base Fire Brigade personnel.
  - (6) When additional assistance has been requested, send guides to meet the assisting party at a specific RV and lead it to the fire.
  - (7) Inspect the range or portion of the training area before leaving to ensure no fire is left burning.

1659. FIRE INDEX - DANGER WARNINGS

- a. To assist in the prevention of forest fires the NA and NR (Forestry Branch) issues a daily "fire index" in the form of a number. This index is based upon weather conditions and type of woodland.
- b. The index forecast for each day will be circulated by HQ 3 CIBG and all field units. It constitutes an order as to the degree of precaution to be adopted for the next twenty-four hours. An example of the text of a daily fire index message is "Fire Index "8".
- c. Pyrotechnics. Pyrotechnics will not be used during days which have a higher index than eight.
- d. When pyrotechnics eg. thunderflashes, are used during training, the officer-in-charge, or in the case of an exercise umpire, will be responsible to ensure that the device employed is definitely out and that no fires have been started before leaving the area.

1660. REPORTING FIRES

- a. The location and size of all fires or explosions which may become dangerous will be reported by the quickest means to RHQ who will inform HQ 3 CIBG or HQ CFB Gagetown.
- b. The following information is required:
  - (1) Time of fire or explosion
  - (2) Location (GR), Unit(s) affected.
  - (3) Probable cause

- c. Assistance of fire trucks from NA and NR can be obtained through HQ CFB Gagetown.

1661. ACTION AFTER FIRE EXTINGUISHED

- a. The officer-in-charge will sound the "all clear".
- b. All fire fighting equipment used will be made ready for further use as soon as possible.
- c. The area of the fire will be checked by the officer or NCO in charge to ensure that:
  - (1) Deep seated fires are fully extinguished.
  - (2) The possibility of a re-kindle has been eliminated.
  - (3) Radiated heat has not brought adjacent exposures to ignition temperatures which could result in a fresh outbreak.
  - (4) All areas, tents and buildings (particularly roofs) which were exposed to the fire are carefully inspected.
- d. When a forest or grass fire has been put out, a sentry will be detailed by the officer or NCO in charge of the fire fighting, to remain in the fire area until the arrival of a forest ranger.

1662. WARNINGS

DO

Ensure that cigarettes, pipe ash, etc are out before throwing away. Obey NO SMOKING signs or orders. Check on others for breeches of safety.

DO NOT

Smoke in or near POL storage areas or in old barns. Use gasoline for dry cleaning or on fires. Touch electric wiring or fuse boxes. Smoke in bed. Flip burning cigarettes from vehicles.

1663. FIRE INDICES - MEANINGS

0 Nil

Generally safe from man-made fires; lightning fires may start, and fires already burning may not go dead out but will not spread. Common sense precautions such as putting out cigarettes, matches etc. to be observed

1 - 4 LOW

Fire will spread slowly from burning slash piles and other large sources of heat but are quite easily controlled. Normal precautions will be taken.



5 - 8 MODERATE

Fire often starts from matches and tend to spread more rapidly as they increase in size. Control is not usually difficult if action is prompt. Matches and cigarettes must be put out before being thrown away. Camp fires should not be lit in the woods and left unattended.

9 - 12 HIGH

Fires start readily from matches and may start from glowing embers and cigarette butts. Rate of spread is rapid and control is difficult. Great care must be taken in handling all fire producing items. All ranks must be on the watch for fire.

13 - 16 EXTREME

FOREST TRAVEL PROHIBITED BY LAW  
Fires may start from small sparks; they burn easily and "spot" or "jump" readily. Conditions are often called "explosive". Smoking and lighting of fires in the woods is prohibited. All ranks to be on alert for fires.

NOTE:

Under extreme conditions all civilian forest travel is prohibited by law. This does not apply to DND property but serves to emphasize the severity of extreme conditions. All ranks will govern themselves accordingly.

1664. to 1670. inclusive. Not allocated.

SECTION 4 - ABBREVIATED FIRE ORDERS

1671. ACTION ON DISCOVERY OF FIRE

- a. Shout "FIRE", "FIRE", "FIRE";
- b. Turn in an alarm by using the nearest alarm box; and
- c. Telephone 333 and give the location of the fire.
- d. Despatch guide to direct fire fighting equipment to location of the fire.
- e. Arouse all occupants of the building by shouting, using the internal address system, or internal alarm system.
- f. Start fighting the fire with equipment from the nearest fire point.

## CHAPTER 17

### MECHANICAL TRANSPORT AND VEHICLES

#### SECTION 1 - ORDERS FOR OPERATION OF "B" VEHICLES

##### 1701. DEFINITIONS

For the purpose of this order the following definitions will apply:

- a. On Base. A vehicle will be deemed to be operating "on base" if it is in the training area or in the Base proper; ie: on DND property.
- b. Off Base. A vehicle will be deemed to be operating "off base" if it is not on DND property. This includes the PMQ area.

NOTE: If any part of a detail will require a vehicle to be operated off base then the entire trip will be considered to be "off base" and will require authorization as such.

##### 1702. AUTHORITY FOR OPERATION OF "B" VEHICLES

###### a. On Base

- (1) The following personnel are empowered to authorize "B" vehicle details on base:
  - (a) Commanding Officer
  - (b) Second-in-Command
  - (c) Adjutant
  - (d) Squadron Commanders
  - (e) Transport Officer
  - (f) Transport Sergeant
  - (g) Transport Despatcher
  - (h) Such other personnel as are detailed in Routine Orders.

###### b. Off Base

- (1) The following personnel are empowered to authorize "B" vehicle details off base:
  - (a) Commanding Officer
  - (b) Second-in-Command
  - (c) Adjutant
  - (d) Squadron Commanders (only for vehicles in their respective squadrons)
  - (e) Transport Officer

1672. EVACUATION OF BUILDINGS

General. RCD Buildings and quarters have been divided into four groups as shown below. If any alarm code signals within the group is sounded ALL the buildings in THAT GROUP will be evacuated.

<u>Alarm Code</u>	<u>Buildings Affected</u>	<u>Assembly Area</u>	<u>Pers Excepted</u>
<u>GROUP 1</u>			
1-1-4	Officers' Mess F-5 Officers' Quarters F-7	Offrs' Parking Lot Of/rs' Parking Lot	Sr Steward Excepted
<u>GROUP 2</u>			
1-1-7 or	Men's Mess H-2 Men's Quarters H-3	Frederick Crescent Frederick Crescent	Cooks Hut Orderlies
1-1-8 or	Training Building H-5 Quartermaster Stores H-7	Linden St QM Traffic Circle	No one QM Staff
1-1-9 or	Cambrai Club H-9 Administration Bldg H-10	Linden St H-10 Parking Lot	Sr Barman Chief Clerk
1-2-3	Guardroom H-11	NOT TO BE EVACUATED ON FIRE	UNLESS
<u>GROUP 3</u>			
1-2-8 or	LAD K-17 Hangar K-18	NORTH END OUTSIDE NORTH END OUTSIDE	No one No one
1-2-9	Hangar K-19 Butler Hut K-38 Butler Hut K-39 POL Storage K-32 POL Storage	NORTH END OUTSIDE NORTH END OF K-18 NORTH END OF K-18 NORTH END OF K-18 NORTH END OF K-18	No one No one No one No one No one
<u>GROUP 4</u>			
2-1-3	Sgts' Mess A-5	Sgts' Parking Lot	Sr Steward

1673 to 1700 inclusive. NOT ALLOCATED.

## CHAPTER 17

### MECHANICAL TRANSPORT AND VEHICLES

#### SECTION 1 - ORDERS FOR OPERATION OF "B" VEHICLES

##### 1701. DEFINITIONS

For the purpose of this order the following definitions will apply:

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NOTE: If any part of a detail will require a vehicle to be operated off base then the entire trip will be considered to be "off base" and will require authorization as such.

##### 1702. AUTHORITY FOR OPERATION OF "B" VEHICLES

###### a. On Base

- (1) The following personnel are empowered to authorize "B" vehicle details on base:
  - (a) Commanding Officer
  - (b) Second-in-Command
  - (c) Adjutant
  - (d) Squadron Commanders
  - (e) Transport Officer
  - (f) Transport Sergeant
  - (g) Transport Despatcher
  - (h) Such other personnel as are detailed in Routine Orders.

###### b. Off Base

- (1) The following personnel are empowered to authorize "B" vehicle details off base:
  - (a) Commanding Officer
  - (b) Second-in-Command
  - (c) Adjutant
  - (d) Squadron Commanders (only for vehicles in their respective squadrons)
  - (e) Transport Officer

- (f) Transport Sergeant
- (g) Such other personnel as are detailed in Routine Orders.
- c. Emergency Operation of "B" Vehicles. During off-duty hours or in an emergency the Orderly Officer may authorize a "B" vehicle detail either on or off base. The Orderly Sergeant may authorize a "B" vehicle detail on base in similar circumstances.
- d. Drivers' Authority. Drivers of "B" vehicles must be in possession of:
  - (1) DND 610 Work Ticket properly completed and authorized;
  - (2) Manual for Drivers (Wheeled);
  - (3) A list of DND civilian claims adjusters if the detail is to be performed off base; and
  - (4) Vehicle Accident Form DND 423.

1703. ENTRY AND EXIT BASE GAGETOWN

- a. The following gates are in operation in Base Gagetown:
  - (1) Main Gate - 24 hours a day, seven days a week
  - (2) North Gate -24 hours a day, seven days a week
  - (3) South Gate -24 hours a day (except closed from 2200 hours Friday to 0600 hours Monday of each week)
- b. The barriers may be down during the hours of operation and when necessary may be kept in the closed position at any time if so required.
- c. Barriers will be locked in the closed position and the gate house will be secured when the gate is not manned.
- d. All DND vehicles other than flag cars on entering or leaving Base Gagetown will be stopped. If the Work Ticket is in order the vehicle will be allowed to proceed. When a convoy is proceeding out of camp, the lead vehicle will be stopped and the work ticket checked. If the work ticket is in order, the convoy will be allowed to continue.
- e. DND vehicles leaving Base Gagetown and carrying a load will be checked to ensure that all material that is on the vehicle is entered on a bill of lading or load slip.
- f. Any irregularities in work tickets, bills of lading or load slips will be reported to the Base Provost Marshal immediately. The driver of the vehicle will be detained until a member of the C Pro C arrives to investigate.

1704. COMMAND IN VEHICLES

- a. The senior passenger riding in a vehicle or the driver, if he is the senior, shall have charge of the vehicle for all purposes, and shall be fully responsible for the operation of the vehicle in accordance with regulations.
- b. Violation of any military traffic regulation may result in disciplinary action being taken against the driver and/or senior passenger.
- c. The following rules of the road will be observed at all times:
  - (1) Care and courtesy will be shown by drivers at all times.
  - (2) Drivers will obey all signs and signals at all times.
  - (3) Drivers will give the right of way to the following:
    - (a) All vehicles approaching from the right and where triangular yield signs are posted;
    - (b) All vehicles entering or crossing a primary or main road;
    - (c) All pedestrians anywhere and at all times;
    - (d) All emergency vehicles, all DND vehicles will pull over to the right hand side of the road on hearing an emergency vehicle's siren. DND vehicles will not follow an emergency vehicle at a distance of less than 500 feet;
    - (e) Persons on bicycles;
    - (f) A funeral procession. Drivers will not cut in or through a funeral procession;
    - (g) Any driver who is endeavouring to pass from behind or who is trying to get back into the column in the case of a convoy;
    - (h) Authorized provincial traffic signs such as traffic lights, vehicle signals, etc;
    - (j) Any driver or person with or without the right of way, if there is the possibility of an accident.

1705. USE OF VEHICLES AT AIRPORTS AND AROUND AIRCRAFT

When it becomes necessary for vehicles to move onto an airfield runway, aircraft parking ramp, hangars, etc.,

permission of the airport manager or of the control tower will be obtained beforehand. When permission is given all airfield regulations will be obeyed. Under no circumstances will a vehicle approach an aircraft which is in motion. When a vehicle is required to receive or discharge cargo at an aircraft, the driver will first contact the supervisor of the operations and request the assistance of a guide to position the vehicle.

1706. MISCELLANEOUS ORDERS PERTAINING TO DND DRIVERS

- a. Smoking while driving is prohibited.
- b. Drivers will not consume intoxicating beverages or drugs while on duty or continue to drive while fatigued.
- c. When articles of equipment, tools or stores are lost on the road, the non-commissioned officer or driver in charge will report the loss as soon as possible to his squadron commander in writing.
- d. Drivers of vehicles will return to their squadrons and report to the despatcher on completion of each detail.
- e. Drivers will not drive with elbows or arms extended out of the windows.
- f. Drivers will not drive with the cab door fastened back against the side of the body.
- g. Drivers will not drive with the windshield fastened down on the hood, except when ordered to do so during exercise.
- h. It is forbidden to drive in a spirit of competition with other vehicles (racing).
- j. Vehicles will not be parked on the left hand side of the road facing oncoming traffic.
- k. Drivers will use proper hand signals or directional lights at all times.
- l. All vehicles on the road will display lights from one half hour before sunset to one half hour after sunrise and at such other times as may be necessary due to weather conditions, ie; fog, rain, snow.

1707. MISCELLANEOUS ORDERS PERTAINING TO DND VEHICLES

Whenever a vehicle, other than a staff car or station wagon is moving within a vehicle hangar or adjacent to a vehicle park, and whenever such a vehicle is backing-up anywhere, ground guides will be employed as follows:

- a. Vehicles moving forward in the vehicle hangar or adjacent to parked vehicles, shall do so in lowest gear and with a ground guide walking in front of the vehicle to direct the driver safely through the area.
- b. Vehicles backing up shall employ two ground guides

the first in rear of the vehicle signalling direction to the second, who will be in front of the vehicle directing the driver. Vehicles will proceed in lowest gear when backing up.

- c. Should a wheeled vehicle driver be found in a position where no ground guide or guides are available, he shall dismount first, select his route, and ensure absolute safety before he reverses his vehicle.

d. Speed Limits - Training Area and Highway

- (1) No military vehicle will proceed within the Base Gagetown campsite limits at a speed in excess of 25 mph unless a higher speed limit is posted. The maximum speed within the Base Gagetown Training Area will be 30 mph.
- (2) Troops on exercise using roads already in use by other traffic must conform to the speed limit. If the speed limit must be exceeded for training purposes the road must first be closed to other traffic.
- (3) Military vehicles will conform to all Provincial or Municipal speed limits and traffic regulations when operating outside the limits of Base Gagetown. Notwithstanding the above, the Commanding Officer may impose lower speed limits on unit vehicles should he see fit. Any such restrictions will be published in Routine Orders monthly.

1708. ENTRY AND EXIT - VEHICLE HANGARS

- a. Every DND driver is required to personally ensure that vehicle hangar doors are open sufficiently to permit clearance for his vehicle upon entry or exit.
- b. Failure to ensure adequate clearance will in every case result in disciplinary action being taken against the driver for neglect, and for violation of these orders, and he is financially liable for resulting damages.

1709. PERSONAL TRANSPORT

- a. Military vehicles will be used for official business only. Military vehicles will not be used to drive officers, warrant officers or men to and from their quarters except when on urgent duty outside normal working hours or when employed on exercise in the training area.
- b. Vehicle drivers will NOT salute when the vehicle is in motion. When the vehicle is stationary, he will give an eyes right or left.

1710. FIRES - DND VEHICLES

- a. All fire extinguishers provided for military vehicles will be kept fully charged. Extinguishers will be recharged immediately after use.
- b. All drivers employed in the unit will familiarize themselves with the operation of the fire equipment on their vehicles.



- c. Great care will be exercised in filling fuel tanks; engines will be shut off and naked lights will not be used. Fuel spilled will be wiped off the vehicle immediately. The hose nozzle will be grounded against the side of the fuel tank inlet.
  - d. Gasoline will not be used to clean vehicles.
  - e. Action to be taken in the event of fires in vehicles:
    - (1) Call for assistance,
    - (2) Take action to subdue the fire,
    - (3) Remove other vehicles to safety.
  - f. Under no circumstances will smoking be permitted while vehicles are being fueled.
  - g. Vehicle ignitions will be turned off when refueling.
1711. to 1740. inclusive. Not allocated.

## SECTION 2 - SAFETY STANDING ORDERS FOR TANK TRAINING

### 1741. USE OF GROUND GUIDES

- a. Whenever a tank is moving within a vehicle hangar or adjacent vehicle parks, and whenever a tank is backing up (reversing) anywhere, ground guides will be employed as follows:
  - (1) Tanks moving forward in the vehicle hangars or adjacent vehicle parks will do so in the lowest gear, and with a ground guide walking in front of the tank whose duty it will be to direct the driver safely through the area.
  - (2) Tanks backing up will employ TWO ground guides, the first in the rear signalling directions to the second, who will be in the front of the vehicle directing the driver. Vehicles will proceed in lowest gear when backing up.
- b. The only exception to the above order will be the case of a tank out in the tank training area or in open country during daylight hours, where the crew commander will, in his discretion, dispense with use of ground guides if he is certain that by so doing, movement of the tank in reverse will NOT endanger life or property.

### 1742. MOUNTING AND DISMOUNTING

- a. Crews will observe mounting and dismounting drills at all times.

- b. Individuals will only mount a tank by the front glacis plates where they can be seen by the driver, except in the case of a tank which is NOT capable of moving.
- c. Tanks engaged in tank firing exercises where crew members are exchanged at regular intervals will be mounted and dismounted over the rear deck only.

1743. RIDING ON THE OUTSIDE OF TANKS

Unless required to do so during training and/or demonstrations for control purposes, soldiers will NOT ride on the outside of a moving tank.

1744. INSTRUCTIONS FOR THE CARRIAGE OF INFANTRY ON TANKS

- a. When infantry soldiers are to be carried on tanks during training and/or demonstrations, they will be rehearsed beforehand in the methods of mounting, dismounting and riding on the back of a tank.
- b. When infantry are carried in training, guns will be clear and turrets locked, unless otherwise ordered by the officer commanding.

1745. FIRE PRECAUTIONS

a. Refueling

- (1) of tanks will NOT take place inside any garage, drill hall, vehicle hangar or other enclosed space.
- (2) of tanks will always take place in the open air, at least twenty feet from the nearest building.
- (3) when refueling from a bowser, the crew commander will ensure that the ground stake from the bowser is inserted in the ground and that the fire fighting equipment from the bowser is dismounted and available for use if necessary.
- (4) of auxiliary generators will only take place if tanks are at least twenty feet from the nearest building.
- (5) of hand stoves and lamps will always be done in the open air and NEVER inside or close to a tank.

b. Smoking will NOT take place:

- (1) inside or on the outside of tanks under any conditions.
- (2) within twenty feet of a tank.

- c. Tanks will NOT be started or moved under any circumstances unless the tank fire-fighting equipment is in place, and in good order and ready for use. Crews must be familiar with the methods of operation of the fire fighting equipment located in the tank.
- d. Gasoline or other inflammable materials will NOT be kept in open containers, poured out or burned on an open flame, within fifteen feet of a tank except as required for refueling the tank or auxiliary generator.

1746. CREW SAFETY

- a. Crew members in a moving tank or one that is about to be moved, will keep that portion of the body from the waist down inside the tank, to ensure that NO person falls on the outside or off the tank. Unless specifically authorized to do so for special purposes connected with movement of the tank, the driver will remain in his seat at all times when a tank is moving.
- b. All open hatches will be checked before movement of a tank, to ensure that all locks have been applied.
- c. No tank will move unless the turret is locked and the master gun is locked in the travelling lock, except where the turret is to be rotated for training, demonstration or testing purposes.
- d. When going over dangerous obstacles or through thick woods, all crew members will expose as little of themselves as possible outside the tank, as a precaution against injury either from an accident to the tank or from over-hanging trees or other hazards.
- e. Mounted tank crews will keep all parts of the body clothed, except hands and face unless otherwise required.

1747. PRECAUTIONS IN POOR VISIBILITY

When visibility is poor, eg., in dust, rain fog, snow, darkness, and when tanks are being moved with hatches closed, all reasonable precautions are to be taken by the officer IC and each crew commander to ensure the safety of tank and crew. Including:

- a. reducing speed so that a tank can be stopped within the limits of visibility if an obstacle or other hazard is encountered.
- b. increasing the distance between tanks to one of reasonable safety.
- c. lighting headlights, if any, and tail lights except where this is forbidden for training purposes.

- d. Warning all crew members to observe their areas of responsibility with maximum vigor, to warn of the approach of other vehicles, foot soldiers, obstacles, dangerous ground and like hazards; this applies in all types of weather.
- e. Using ground guides, except where these are forbidden for training purposes; ground guides when used may be more efficient if in possession of a light.

1748. SPECIAL PRECAUTIONS WHEN PERSONNEL ARE ENCOUNTERED ON THE GROUND

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- a. When foot soldiers or other vehicles are encountered the crew commander will, in his discretion, dismount a ground guide to lead the tank through the group, if such action is necessary to ensure safety of all.
- b. Tanks proceeding through areas occupied by people on the ground will NOT exceed a speed judges by the crew commander as being necessary to ensure safety of all.
- c. Except as necessary in the performance of training and/or administrative training duties, tanks will give wide berth to all people on the ground, within the limits of maximum safety.

1749. TURRET TRAVERSING

- a. Before a tank turret is traversed, the crew commander, or in his absence, the gunner, shall ensure that it is safe to do so.
- b. The following will be checked in particular:
  - (1) internal and external stowage to ensure that there are no obstructions to the free movement of the turret.
  - (2) driver's hatches are locked shut, if necessary.
  - (3) there are no obstructions either on or adjacent to the tank's position or path which would obstruct the movement of the gun while the turret is being traversed.
  - (4) there are NO crew members or other riders in danger as a result of traversing the turret or moving the gun.
- c. Tanks will NOT be moved unless the gun is locked in the outside gun lock or if the turret is in a forward position, the power traverse and stabilizer are on. Preferably the gun should be in the stabilized mode whenever a move is made.

1750. ENGINE DOORS

Tanks will NOT be moved when the engine or transmission doors are in an open position.

1751. VENTILATION

- a. Tanks must be kept well ventilated at all times as a precaution against carbon monoxide poisoning.
- b. Hangar doors will be open, and exhaust systems operating whenever a tank engine is to be started or run in a vehicle hangar or other shelter.
- c. Turret hatches will be open before an auxiliary generator is started.

1752. HAZARDOUS AREAS

Hazardous areas are to be avoided unless passage through them is a training requirement. These will include heavily wooded areas, steep inclines, deep fords, bogs, rivers, lakes, marshy land, mudholes, swamps, ice, areas wired in or otherwise out of bounds, areas containing hydro lines and/or telephone lines, etc. Hazard and traffic signs will be obeyed in all cases.

1753. COMMUNICATIONS

- a. Radio communication will be maintained among tanks and between the control tank and ground station at The Royal Canadian Dragoons Signals Troop whenever tanks proceed outside the Vehicle Area. Suitable arrangements will be made in each case between the squadron operating the tank or tanks, and the Regimental Signals Officer. Such communications will be maintained on a constant or periodic basis as each situation dictates.
- b. No single tank will proceed outside the vehicle area except to that portion of the training area lying SOUTH of Shirley Road. An escort tank, or other suitable communications vehicle will accompany a tank proceeding outside the area described above, so that assistance will be available should the need arise.
- c. No tank will move anywhere unless a crew member is in position in the crew commander's seat, who has inter-communication by radio with the tank driver. This includes vehicles being moved by mechanics.
- d. In the event of tanks engaged in live-firing exercises, an ambulance will be on stand-by in the area.

1754. TRAINING AREA ALLOTMENT

- a. NO tank will proceed into any training area except an area which has been specifically allotted to The Royal Canadian Dragoons, notification of allotment is made weekly by HQ 3 CIBG through regimental headquarters.
- b. Requests for training area allotment are to be forwarded to the regimental liaison officer by 1200 hours Wednesday of the week preceding the requirement.
- c. Before any tank or group of tanks proceeds into the training area, the officer IC shall personally check the regimental safety map in the office of the regimental intelligence officer for verification that the areas concerned are clear.

1755. TANK ROUTES

- a. Only authorized tank routes are to be used by tanks within the vehicle area and/or when proceeding from the vehicle area to the training area or to the workshops.
- b. Such tank routes shall be notified seasonally in Routine Orders, drafts of which will be submitted by the regimental technical officer to the adjutant as required.

1756. USE OF SLAVE CABLES TO START TANKS

- a. When a slave cable is to be used to start a tank, the crew commander will personally supervise its use. The cable will be used as follows:
  - (1) plug first into the tank to be started.
  - (2) plug last into the source of power when starting.
  - (3) unplug first from the source of power after the vehicle has been started.
- b. When it is necessary to use a slave cable to start a tank carrying ammunition, all ammunition will first be removed from the tank, to a point far enough away from the tank, so that, the cable cannot touch the ammo.

1757. SAFETY OF AMMUNITION

- a. Maximum precautions will be observed in the handling, stowing and carrying of tank ammunition. The officer IC and each crew commander will personally supervise ammunition details.
- b. Misfire drills will be observed rigidly.
- c. Ammunition will be removed from a tank before a slave cable is used to start a tank.

- d. Main armament ammunition will be removed from a tank employed in tank firing practices, if the tank is to be driven from the firing point or moved anywhere more than a distance of twenty feet.

1758 CONCLUSION

Only by the assertion of maximum authority by those in charge, and vigilance and good sense on the part of all concerned, can personnel be secure from the hazards of tank training. It is the duty of all ranks to observe these orders and ensure their observance at all times in all situations, and to take every precaution and executive action to prevent accidents.

1758 to 1789 inclusive. Not allocated.

SECTION 3 - ORDERS CONCERNING PRIVATELY  
OWNED MOTOR CARS (POMC)

1790. GENERAL

- a. POMC must be registered in accordance with Base instructions and regulations.
- b. Military permits will allow POMC access to a Base as a privilege and not as a right.

1791. PARKING

- a. Parking is permitted only on streets and roads where there are parking signs which designate the authorized parking area. Cars will be parked in all cases on the right hand side of the road facing in the direction that traffic is proceeding except where diagonal parking is so ordered.
- b. Parking is permitted in designated areas adjacent to barrack blocks, and other buildings. Certain individual parking areas may be so designated and these spaces will be reserved for the persons so marked. Individuals may not re-designate this space for use by others. The regimental police will enforce this traffic order and report violations to the adjutant.

1792. TRAFFIC OFFENCES

- a. All vehicles including POMC will be governed by the provisions of the National Defence Act, the Criminal Code of Canada, and the Defence Trespass Regulations.
- b. Traffic offences by either civilian or military persons operating POMC may be prosecuted in magistrates court, or by summary trial.
- c. The offender will be informed of his alleged offence at the time of happening by the "ticket" system. The ticket will show the time and place at which he is to appear to hear the charge. Failure to appear will result in the issue of a summons by the civil magistrate.

1793. SUSPENSION OF DRIVING PRIVILEGES

Any member who has had his driving privileges revoked will report the circumstances to the commanding officer through normal channels. The member will not drive military vehicles until his civilian drivers license is no longer revoked.

1794 to 1800 inclusive. Not allocated.



## CHAPTER 18

### RANGE AND LIVE-FIRING EXERCISE STANDING ORDERS

#### 1801. GENERAL

These orders are intended to supplement, and not replace, all orders and regulations in effect pertaining to all firing and demolition training in the area concerned.

#### 1802. ORDERS AND REGULATIONS

The following orders and regulations will regulate and control all firing and demolition training conducted in Base Gagetown, NB:

##### a. Range Safety Orders, Base Gagetown, NB

NOTE: These orders apply to All firing and demolition training in Base Gagetown. They will not be deviated from without prior authority from HQ Base Gagetown.

##### b. CAMT 2-69, Safety 1960

NOTE: This manual consolidates in one publication the safety regulations which will be observed in training. Annex A to this pamphlet details instructions for armoured corps practices.

##### c. CAMT 7-40, Range Courses and Range Work General (All Arms) 1954

NOTE: This manual deals with duties, regulations, orders and courses. Officers and non-commissioned officers will be thoroughly familiar with this manual before using ranges.

##### d. In addition to the above, all officers and non-commissioned officers, responsible for range training must be familiar with the pamphlets and instructions dealing in detail with the weapons and explosives being used.

#### 1803. TRAINING AND DANGER AREAS

The location of all ranges and training areas, together with safety limits, are shown on 1:50,000 BASE GAGETOWN (Range overprint). All references are to this map unless otherwise indicated. Special instructions pertaining to the ranges, danger areas and the locations of unexploded blinds will be published in Brigade Routine Orders, the Regimental Intelligence Officer and the Regimental Training Coordinator will maintain a consolidated list of all pertinent details so published in Brigade routine Orders which may affect training within the regiment.

#### 1804. PROCUREMENT OF RANGES

Application for the use of ranges will be made to the regimental training coordinator at least 7 days prior to the date of requirement. It is advisable to submit requests even earlier if possible to guarantee reservation of the range or training area.

#### 1805. RESPONSIBILITIES OF SUPERVISING OFFICERS

The supervising officer for each practice will:

- a. Make himself fully conversant with all general instructions and relevant range safety orders.
- b. Have with him on the range a copy of Base Gagetown Range Safety Orders.
- c. Ensure that all ranks under his supervision are familiar with the relevant range safety orders.
- d. Submit a detailed report, through his unit to HQ Base Gagetown of any range accident. The importance of preserving intact the weapon and batch of ammunition concerned is emphasized.

#### 1806. RANGE SUPERVISING OFFICERS AIDE MEMOIRE

The following aide memoire is published as a guide only to assist officers and senior non-commissioned officers in preparing for, and conducting, range practices.

- a. Action Prior to Going on the Range
  - (1) Indent for range through the regimental training coordinator.
  - (2) Indent for ammunition required.
  - (3) Arrange for adequate medical aid and a suitable vehicle for casualty evacuation.
  - (4) arrange for fire fighting vehicle if there is a dangerous fire hazard.
  - (5) Arrange for the pick-up, care and delivery of the ammunition. An ammunition party should be detailed with a non-commissioned officer in charge. Ensure that all personnel are cautioned against carrying ammunition, pyrotechnics or explosives away from the range and are warned that disciplinary action will be taken against any one found with such stores in their quarters.
  - (6) Arrange for meals if necessary. Include the sentries, and range staff.
  - (7) Ensure that the required number of qualified personnel are detailed to assist in the conduct of the practice.

- (8) Arrange for transportation.
- (9) Organize firing relays and conduct of shoot. Remember gun mechanics, fitters and radio mechanics.
- (10) Arrange for the required number of targets and for their erection.
- (11) Check the communications to the range.
- (12) Check to see that the required number of flags are available and in place.
- (13) Ensure that sentries are properly posted and briefed.
- (14) You must have a copy of range safety orders and any other reference material necessary.
- (15) Ensure that the range and danger area is clear of unauthorized personnel.

b. Action During the Shoot

- (1) Ensure that the range safety orders for the range in use are explained to all ranks prior to commencing the range practice.
- (2) All flags must be flying as required.
- (3) Firing must be conducted in strict accordance with safety regulations and range discipline.
- (4) Keep a strict account of ammunition fired and its control. A record should be kept of the batch and fuze numbers.
- (5) Crew commander should maintain a record of the number of rounds fired for the EFC value.

c. Action After the Shoot

- (1) Ensure all ammunition is checked and accounted for. Separate live ammunition from shell casings.
- (2) All weapons must be bore checked to ensure that they are clear. All vehicles will be thoroughly checked by an officer to ensure that no pyrotechnics, explosives, live or blank ammunition are stowed in the vehicles before the vehicles are allowed to leave the firing area.
- (3) Clean up the area and buildings used.
- (4) Complete the range clearance certificate and submit to the training coordinator.
- (5) Return all returnable stores and salvage, and ensure that all unexpended ammunition, explosives or pyrotechnics are turned in.

- (6) Weapon maintenance
- (7) Complete gun log books
- (8) ITR entry if necessary

1807. to 1900. inclusive. Not allocated.

## CHAPTER 19

### REGIMENTAL SPORTS COUNCIL

#### SECTION 1 - GENERAL FACTORS

##### 1901. GENERAL

- a. Sports and recreational activity conducted by the unit will be to provide an active programme for maximum participation by the members of the regiment. It will be achieved by the following:
  - (1) Inter-Squadron Sports Leagues
  - (2) Regimental Teams
- b. A regimental sports council will be established to lay down the policy, organization, implementation, and operation of the sports programme. The council will meet monthly or more frequently if a need arises.

##### 1902. EXECUTIVE MEMBERS

- a. The regimental second-in-command will be chairman of the regimental sports council.
- b. The adjutant, the regimental sports officer, and the regimental sergeant major will be executive members of the council.
- c. The executive council will provide policy direction for the sports programme in accordance with paragraph 1901 b above.

##### 1903. ADVISORY MEMBERS

- a. There will be an officer appointed as unit representative for all authorized sports that the regiment is participating in. This representative will become an advisory member to the sports council, and will provide the necessary liaison, advise, and management for the sport. He will be responsible to ensure that the sport is conducted as directed by the sports council.
- b. The advisory member will attend such meetings and conferences as may be necessary for his sport, but will not be a voting member on the council.
- c. Each squadron or sub-unit of the regiment will appoint a Senior NCO to act as its Sports Representative. Sports Representatives will perform such sports oriented tasks as are detailed by the Sports Officer. They will serve as advisory members on the Sports Council.

1904. 1905 inclusive. Not allocated.

## SECTION 2 - TERMS OF REFERENCE

### 1906. CHAIRMAN OF THE SPORTS COUNCIL

- a. The chairman is responsible to the Commanding Officer for the formation, activities, duties and policy of the regimental sports council, and will be the commanding Officer's advisor on all aspects of the unit sports programme.
- b. The financial control of the annual sports budget will be the personal responsibility of the chairman.
- c. All requests control of the annual sports equipment will be approved by the chairman before authority to purchase is granted.

### 1907. REGIMENTAL SPORTS OFFICER

The regimental sports officer will be responsible to the chairman of the sports council. In particular the following will be his responsibility:

- a. All recommendations or requests for the purchase of sports equipment.
- b. On receipt of sports equipment, such equipment will be immediately placed in sports stores for marking and bringing to a charge. The sports officer will raise F&E adjustment vouchers reflecting the number, quantity, description and value of the item. The F&E voucher will then be passed to the commanding officer for information. Subsequent voucher action will be in accordance with instructions issued by the regimental accounts officer.
- c. He will be responsible for the supervision of the regimental sports stores storeman.
- d. He will conduct a semi-annual check of the non public property charged to the sports stores.
- e. He will ensure that the sports equipment for each sport is reviewed at the end of the playing season for that sport and that proper recommendations are made for the write-off of non-serviceable equipment. He will also ensure that suitable recommendations are made for the purchase of new or replacement equipment prior to the next playing season.
- f. He will complete the necessary planning so that the inter-squadron sports programme will function smoothly. This will include the detailed planning of schedules etc.

- g. He will supervise the appointed representatives for each sport authorized in the unit. These appointed representatives are however, responsible for the detailed conduct of their sport.
- h. He will be responsible for all sports equipment and will be accountable for any shortages in the sports stores.
- j. He will have a Petty Cash Fund available to be used for making repairs to sports stores, dry cleaning and laundering etc.

1908. SPORTS STOREMAN

The following are the duties and responsibilities of the sports storeman:

- a. The sports storeman is directly responsible to the sports officer.
- b. He will issue and receive sports stores only on signature using the prescribed method of accounting.
  - (1) He will issue all equipment on a CAFC 2215 which will be signed by the recipient. The information recorded on the CAFC 2215 will show the item number, name of the item, and quantity issued.
  - (2) He will receive equipment from individuals by recording the number of items received on the individuals CAFC 2215 bringing forward the balance outstanding. Nil balances will be recorded. The completed transaction will be signed by the member that had the equipment.
  - (3) All CAFC 2215's will be kept in sports stores to show a record of what person used the equipment in the past. The sports officer will authorize the destruction of old CAFC 2215 cards.
- c. The storeman, on completion of each sport season, will call in all sports equipment issued for that particular sport, carry out the cleaning and maintenance required, and finally parcel up the equipment. Either cardboard or wooden containers will be used, each carton or case will be sealed, and the inventory of contents recorded on the exterior signed by the sports stores non-commissioned officer or the sports officer.
- d. The storeman will maintain up-to-date stock cards indicating the number of line items held in the sports stores and the quantity held for each item. During the monthly inventory check he will calculate the number of items on distribution and add the items in stock. The sum arrived at should equal the quantity shown on the non public property ledger held in the RCD accounts office.

1909. to 1920. inclusive. Not allocated.

### SECTION 3 - PROCUREMENT

1921. All recommendations or requests for the purchase of sports equipment will be the responsibility of the regimental sports officer. The commanding officer is the final authority for the purchase of such equipment.

1922. The sports officer will complete a purchase order form and submit it to the second-in-command for approval. It is the sports officer's responsibility to secure the most advantageous terms of the equipment desired consistent with good quality.

1923. Any member of the regiment will be held personally responsible for purchasing equipment if prior approval has not been secured for purchase.

1924. All new equipment will be processed through sports stores for inventory and marking action before being placed into service.

1925. When possible an overall budget will be given to the sports representative responsible for a regimental or inter-squadron sport. He will conduct that sport within the limitations imposed by the budget.

1926. to 1930. inclusive. Not allocated.

### SECTION 4 - PARTICIPATION

1931. In accordance with regulations those members who have been authorized to participate in specific sports, and subsequently published in Routine Orders by name, may take any part in sporting activities.

1932. Sports representatives or team captains will submit a nominal roll of the team membership to the sports officer for publication of authority in Routine Orders. A member need have his name published once each season for a particular sport. The only exception to this order will be participants in military training exercises or physical fitness training.

1933. The schedule of all inter-squadron leagues and regimental or inter-squadron leagues will be published in Routine Orders as required.

1934. Coaches of unit teams which represent the unit either in Base leagues or other leagues should, if possible, be of Master Warrant Officer rank or higher. In no case should the coach be a player on the team he coaches.

1935. to 2000. inclusive. Not allocated.



CHAPTER 12

ADMINISTRATION

SECTION 1 - FILES AND CORRESPONDENCE

1201. GENERAL

Instructions regarding files and correspondence are contained in RAP No 1.

1202. to 1220. inclusive. Not allocated.

SECTION 2 - ROUTINE ORDERS

1221. ROUTINE ORDERS

Routine Orders will be published daily Monday through Friday except holidays